HINDS COMMUNITY COLLEGE

A COLLEGE FOR ALL PEOPLE

1988 1990

CATALOG

CAMPUSES: RAYMOND, UTICA, JACKSON (Jackson Campus/ Sunset Drive Center, Universities Center, Nursing/Allied Health Center)
BRANCHES: RANKIN and VICKSBURG/WARREN COUNTY

DISTRICT DIRECTORY

FOR	WHERE	PHONE
General Information	Jackson Campus	
	Sunset Drive Center	366-1405
	Nursing/Allied Health Center	372-6507
	Universities Center	982-6321
	Raymond Campus	857-5261 or 352-3011
	Utica Campus	885-6062 or 354-2327
	Rankin Branch	932-5237
	Vicksburg/Warren County Branch	638-0600
Add/Drop a Course	See Registration Schedule	
Admissions-District Office		857-3212 or 352-3011
Advance Registration	See Registration Schedule	
Athletics	Raymond Campus	857-5261 or 352-3011
	Utica Campus	885-6062 or 354-2327
Bus Services	Utica Campus	885-6062 or 354-2327
Business Office		857-3200
Cooperative Education & Job Placement		857-3384
Counseling	Jackson Campus	
	Sunset Drive Center	366-1405
	Nursing/Allied Health Center	372-6507
	Universities Center	982-6321
	Raymond Campus	
	Academic	857-3216
	Vocational or Technical	857-3372
	Utica Campus	885-6062 or 354-2327
	Rankin Branch	932-5237
	Vicksburg/Warren County Branch	638-0600
Adult Education & Community Services		857-3233
Financial Aid	Raymond, Jackson, and Branches	857-3223
	Utica Campus	885-6062 or 354-2327
Housing	Raymond Campus	857-3222
	Utica Campus	885-6062 or 354-2327
Recruiting & Tours of Campus		857-3385
Scholarships		857-3385
Student Activities & Clubs	Raymond, Jackson Campuses	857-3388
	Utica Campus	885-6062 or 354-2327

Cover Design: Jeff Jones
Cover Artwork: Carol Smuck

Application for Admission

* **Type or Print**
* **Give full name**
* **No nicknames**
* **Complete all sections**
* **Incomplete applications will be returned and could delay your entrance**

*** PLEASE RETURN TO:**

Office of Admissions and Records
Hinds Community College
Raymond, MS 39154

Telephone: 857-3212

SOCIAL SECURITY NO. LAST NAME FIRST MIDDLE/MAIDEN

BIRTHDATE _____ AGE_____ HOME PHONE NUMBER ( ) _____

STUDENT'S MAILING ADDRESS NUMBER & STREET OR BOX CITY COUNTY STATE ZIP

If your place of birth is outside of the United States, are you now a legal resident? _____ If yes, list alien number _____

IF UNDER AGE 18 LIST NAME AND ADDRESS OF PARENT OR LEGAL GUARDIAN

_____/_____

Last Name First Middle Street Address City State Zip

SEX: ☐ Male ☐ Female

RACE: ☐ Non-Resident Alien (1) ☐ Black Non-Hispanic (2) ☐ American Indian or Alaskan Native (3)
☐ Asian or Pacific Islander (4) ☐ Hispanic (5) ☐ White Non-Hispanic (6)

CHURCH PREFERENCE: ☐ Baptist (1) ☐ Methodist (2) ☐ Presbyterian (3) ☐ Catholic (4) ☐ Episcopal (5) ☐ Church of Christ (6) ☐ Other

MARITAL STATUS: ☐ Single (1) ☐ Married (2) ☐ Widowed (3) ☐ Divorced (4) ☐ Separated (5)

APPLICATION IS REQUESTED FOR TERM BEGINNING: ☐ Fall ☐ Spring ☐ Summer 19_____. ☐ **Day** ☐ **Evening**

FIELD OF STUDY: _____

CURRICULUM: ☐ Academic ☐ Technical ☐ Vocational ☐ CEU/AVE

LOCATION(s) YOU PLAN TO ATTEND: ☐ Jackson-Sunset Drive Center (JK) ☐ Jackson-Universities Center (UV) ☐ Jackson-Nursing/Allied Health Center (NA)
☐ Rankin Branch (RK) ☐ Raymond Campus (RY) ☐ Utica Campus (UT) ☐ Vicksburg Branch (VB)

STUDENT STATUS: (Check only one)

☐ A first time freshman in any college

☐ A transfer from another college or student with college degree:

Name and address of last college attended _____

Name attended under _____ (Dates)_____

Are you eligible for immediate readmission? _____

☐ Former Hinds Community College student

Dates of attendance _____ Program _____ Campus _____

Name you attended under _____

Name and Address of last college attended since leaving Hinds _____ (Dates) _____

BASIS FOR ADMISSION: (Check only one)
☐ Beginning freshman
☐ First time freshman completing 15 high school units plus achieving a standard score of 18 or more on the first writing of the ACT
☐ Satisfactory scores on the General Education Development Test (GED)
☐ Non-high school graduate (FOR VOCATIONAL STUDENTS ONLY)
☐ College transfer student
☐ Unclassified (For students who do not wish college credit cor courses)
☐ Readmission to Hinds Community College

HIGH SCHOOL ATTENDED _____
Name of School City State Graduation Date

Have you taken the ACT test?_____ (ACT profile must be on file with HCC if younger than 21 years of age and if an academic or technical student).

VA BENEFITS: Do you plan to receive VA Benefits to attend HCC? _____

ARE YOU LEGALLY HANDICAPPED? _____

IMMUNIZATION REQUIREMENT FOR MEASLES AND RUBELLA: First time students submitting applications for admission, including transfer students, must provide documented proof of immunization for measles and rubella on Form 121-C or 133.

SIGNATURE OF APPLICANT _____ Date_____

SOCIAL SECURITY NO. _____

70TH — 71ST
Annual Session
Hinds Community College

Raymond Campus
Raymond, Mississippi 39154-9799

Utica Campus
Utica, Mississippi 39175-9599

Jackson Campus

Jackson Branch
3925 Sunset Drive
Jackson, Mississippi 39213-5899

Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, Mississippi 39204-3490

Universities Center
3825 Ridgewood Road
Jackson, Mississippi 39211-6494

Rankin Branch
3805 Highway 80 East
Pearl, Mississippi 39208-4295

Vicksburg/Warren County Branch
1624 Highway 27 South
Vicksburg, Mississippi 39180-8699

Accredited by and member of Southern Association of Colleges and Schools
Accredited by Mississippi Commission on College Accreditation
Member of Mississippi Junior College Association
Member of Mississippi Association of Colleges
Member of American Association of Community and Junior Colleges

ALL STATEMENTS IN THIS PUBLICATION ARE ANNOUNCEMENTS OF PRESENT POLICIES ONLY AND ARE SUBJECT TO CHANGE AT ANY TIME BY THE PROPER AUTHORITY WITHOUT PRIOR NOTICE.

This catalog is effective June 1, 1988 through July 31, 1990.

HINDS COMMUNITY COLLEGE
College Calendar
1988-1990

1988 SUMMER SCHEDULE

June 3, 1988	Registration - First term summer, eight weeks and evening classes
June 6	First day of classes
July 1	Last day of first term classes and final exams Registration - second term
July 4	Holiday - Independence Day
July 5	First day of class for second term
August 1	Last day for eight weeks and second term classes day and evening and final exams

1988 FALL SEMESTER

August 16, 1988	Faculty reports
August 17	Residence halls open at 1 PM Open registration for Jackson Campus, Rankin Branch, Vicksburg/Warren County Branch as announced in Fall Schedule
August 18	Open registration for Raymond and Utica Campuses as announced in Fall Schedule Registration completed - Last day to register without added fees
August 19	Work day for faculty and staff
August 22	First day of classes
August 22-26	Drop and add (See regulations and fee statement in schedule)
August 26	Last day to add a day class Last day to drop a day class before mid-term
August 29	Last day to add a Monday evening class
August 30	Last day to add a Tuesday evening class
August 31	Last day to add a Wednesday evening class
September 1	Last day to add a Thursday evening class
September 5	Labor Day holiday
September 28	Deadline to apply for fall graduation
October 14	End of first term
October 17	First term and mid-term grades due in Admissions and Records
October 18	First day a class can be dropped
October 31 - December 13	Advance Registration
November 23	Residence halls close at 3 PM for Thanksgiving holidays
November 24-25	Thanksgiving holidays
November 27	Residence halls open at 3 PM
November 28	Classes resume after Thanksgiving holidays
December 5	Last day to withdraw from a class or all classes
December 9	Last day of day classes
December 12-15	Final examinations - day and evening classes

December 15	Grades due in Admissions and Records - 4 PM Residence halls close at 3 PM
December 16	Fall Commencement

1989 SPRING SEMESTER

January 3, 1989	Faculty Reports
January 4	Residence halls open at 1 PM Open registration for Jackson Campus, Rankin Branch, Vicksburg/Warren County Branch as announced in Spring Schedule
January 5	Open registration for Raymond and Utica Campuses as announced in Spring Schedule Registration completed — Last day to register without added fees
January 6	Work day for faculty and staff
January 9	First day of classes
January 9-13	Drop and add (See regulations and fee statement in schedule)
January 13	Last day to add a day class Last day to drop a class before mid-term
January 16	Last day to add a Monday evening class
January 17	Last day to add a Tuesday evening class
January 18	Last day to add a Wednesday evening class
January 19	Last day to add a Thursday evening class
March 3	End of first term
March 6	First term and mid-term grades due in Admissions and Records Deadline to apply for spring graduation
March 7	First day to withdraw from classes
March 10	Residence halls close at 3 PM for Spring holidays
March 13-17	Spring holidays
March 19	Residence halls open at 1 PM
March 20	Classes resume after Spring holidays
March 23	Residence halls close at 3 PM
March 24	Easter holidays
March 26	Residence halls open at 1 PM
March 27	Classes resume after Easter holidays
April 10-May 18	Advance registration for 1989 summer and fall terms
May 1	Last day to withdraw from a class or all classes
May 5	Last day of classes
May 8-11	Final examinations day and evening classes
May 11	Grades due in Admissions and Records - 4 PM
May 12	Work day for faculty and staff
May 14	Spring Commencement

1989 SUMMER SCHEDULE

June 2, 1989	Registration - First term summer, eight weeks and evening classes
June 5	First day of classes

June 30	Last day of first term classes and final exams Registration - second term
July 3-4	Holiday - Independence Day
July 5	First day of class for second term
July 5 - August 9	Advance registration for 1989 fall semester
August 1	Last day for eight weeks and second term classes day and evening and final exams

1989 FALL SEMESTER

August 22, 1989	Faculty reports
August 23	Residence halls open at 3 PM Open registration for Raymond Campus and Utica Campus as announced in Fall Schedule
August 24	Open registration for Jackson Campus, Rankin Branch, Vicksburg/Warren County Branch as announced in Fall Schedule Registration completed - Last day to register without added fees
August 25	Work day for faculty and staff
August 28	First day of classes
August 28 - September 1	Drop and add (See regulations and fee statement in schedule)
September 1	Last day to add or drop a day class before mid-term
September 4	Labor Day holiday
September 5	Last day to add a Tuesday evening class
September 6	Last day to add a Wednesday evening class
September 7	Last day to add a Thursday evening class
September 11	last day to add a Monday evening class
October 4	Deadline to apply for fall graduation
October 20	End of first term
October 23	First term and mid-term grades due in Admissions and Records
October 24	First day a student may withdraw from a class
November 6 - December 19	Advance registration for 1990 spring semester
November 22	Residence halls close at 3 PM for Thanksgiving holidays
November 23-24	Thanksgiving holidays
November 26	Residence halls open at 3 PM
November 27	Classes resume after Thanksgiving holidays
December 11	Last day to withdraw from a class or all classes
December 15	Last day of day classes
December 18-21	Final examinations - day and evening classes
December 21	Grades due in Admissions and Records - 4 PM Residence halls close at 3 PM
December 22	Fall Commencement

1990 SPRING SEMESTER

January 9, 1990	Faculty reports
January 10	Residence halls open at 3 PM Open registration for Raymond Campus and Utica Campus as announced in Spring Schedule

January 11	Open registration for Jackson Campus, Rankin Branch, Vicksburg/Warren County Branch as announced in Spring Schedule Registration completed Last day to register without added fees
January 12	Work day for faculty and staff
January 15	First day of classes
January 15-19	Drop and add (See regulations and fee statement in schedule)
January 19	Last day to add or drop a class before mid-term
January 22	Last day to add a Monday evening class
January 23	Last day to add a Tuesday evening class
January 24	Last day to add a Wednesday evening class
January 25	Last day to add a Thursday evening class
March 9	End of first term First term and mid-term grades due in Admissions and Records Deadline to apply for spring graduation Residence halls close at 3 PM for Spring holidays
March 12-16	Spring holidays
March 18	Residence halls open at 3 PM
March 19	Classes resume after Spring holidays
March 20	First day a student may withdraw from a class
April 12	Residence halls close at 3 PM
April 13-16	Easter holidays
April 16	Residence halls open at 3 PM
April 17	Classes resume after Easter holidays
April 16 - May 25	Advance registration for 1990 summer and fall terms
May 7	Last day to withdraw from a class or all classes
May 11	Last day of classes
May 14-18	Final examinations day and evening classes
May 18	Grades due in Admissions and Records - 4 PM Residence halls close at 3 PM
May 20	Spring Commencement

1990 SUMMER SCHEDULE

June 8, 1990	Registration - first term summer, eight weeks and evening classes
June 11	First day of classes
July 4	Holiday - Independence Day
July 6	last day of first term classes and final exams Registration - second term
July 9	First day of class for second term
July 9 - August 15	Advance registration for 1990 fall semester
August 3	Last day for eight weeks and second term classes, day and evening and final exams

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HISTORY OF HINDS COMMUNITY COLLEGE

The history of Hinds Community College, as it now exists, is like the texture of a finely woven tapestry. Threads of the history of Utica Junior College and Hinds Junior College are finely interwoven to present what is now a multi-campus comprehensive community college.

In 1903, Dr. William H. Holtzclaw, a native Hinds Countian, achieved a life-time goal by founding the Utica Normal and Industrial Institute as a private school. For forty years Holtzclaw led this private school as it taught students in the fundamentals of the three R's and how to use their hands.

The Hinds County Agricultural High School, under the initial presidency of W. M. Taylor, was established in 1917. With 117 students and eight faculty members, this Raymond-based institution became a major part of a state-wide system of agricultural high school that eventually evolved into one of the first state-wide systems of junior colleges in the nation. R. E. L. Sutherland took the reins of this new school in 1918. He presided until 1929.

The foundation having been laid in Mississippi for this movement, it was natural that a strong state-wide junior college system would follow directly from the agricultural high schools to the junior colleges.

School year 1922-23 was a banner year in the proud history of Hinds Junior College when it offered the first year of junior college work and enrolled 30 freshman students. The same year the first year of the Agricultural High School operation was discontinued.

In 1926-27 second year offerings were provided to students at Hinds, and in December 1928 the College received its initial accreditation by being admitted into membership in the Southern Association of Colleges and Schools. This meant that junior college students would be admitted to the leading senior colleges and universities in the South, and in the Nation, and have their work fully accepted. Full accreditation has existed since that date.

G. J. Cain served as their president of the Raymond-based institution from 1929 to 1938, when George M. McLendon assumed presidency and served until 1965. Great growth was experienced under his presidency.

During World War II, the Mississippi Legislature gave state junior colleges a new role. In 1942 the Legislature enacted special legislation to meet wartime needs for skilled workers and to prepare for the postwar influx of young men and women who would need job training in specific skills. Thus was born vocational training in the state. Hinds Junior College organized the Vocational Division that still exists. As a result of studies of needs in the local area, this division has been continually upgraded through the improvement of the quality of instruction and the facilities for training. The number and variety of offerings has increased significantly and promises to continue to do so.

The early forties saw major changes at Utica. Dr. William H. Holtzclaw, its founder and leader for forty years, turned over the helm of that institution to his son, William Junior, who remained as superintendent until 1946. Then in 1946 Mr. J. W. Grantham became superintendent. He remained in that position until 1951. Utica properties were donated to Hinds County and the school became the Hinds County Agricultural High School, thus becoming the second public agricultural high school in Hinds County.

In 1951, J.D. Boyd became the third president of Utica Institute. In the fourth year of his presidency, Utica Institute was recognized by an act of the State Legislature as the Utica Institute. Boyd remained president until 1957, when Dr. Walter Washington assumed the presidency. In 1958, the name was changed to Utica Junior College, thereby joining the other state junior colleges as part of a pioneering state-wide system.

While all of these developments were occurring at Utica, President McLendon was leading Hinds Junior College in its illustrious growth toward a higher level of excellence and a wider range of offerings designed to satisfy more needs of more students in the District. McLendon retired in 1965.

Replacing him as president was Robert L. Mayo. His tenure as president lasted until 1978. Enrollments continued to increase and programs of study were expanded. In 1957, Mr. J. Louis Stokes replaced Dr. Washington as president of Utica Junior College.

Hinds Junior College opened the Jackson Branch in 1969 and the Vicksburg/Warren County Branch in 1975. Utica was fully accredited by the Southern Association of Colleges and Schools (SACS) in December 1972, and Dr. Clyde Muse was invested as president of Hinds Junior College in 1978.

In the early 1980's almost 50,000 students were enrolled in Mississippi junior colleges. Of the approximately 60,000 freshman and sophomore students enrolled in the junior colleges and universities, 65% of them were enrolled in the junior college. Hinds and Utica enrollments were numbered in the 10,000 range, representing the largest single institution enrollment of freshman and sophomore students in the state.

It seems that Hinds Community College will continue to grow. The Rankin Branch was opened in Rankin County in the fall of 1983. The Jackson Branch, Nursing/Allied Health Center, and the Universities Center operation were declared the Jackson Campus in February of 1984.

The histories of Hinds and Utica Junior Colleges have paralleled each other in advancement and achievement. Today they represent that rich tapestry that is one great educational institution serving the District. The consolidation of the two colleges into one makes it possible to offer even more quality educational programs.

In keeping with national trends and the mission of the college, the name of the Hinds Junior College District was changed to Hinds Community College District on October 1, 1987, and the Institution is now know as Hinds Community College.

GENERAL PURPOSE AND AIMS

The general purpose of Hinds Community College is to provide educational services for the people of its geographical area within the legal structure of the comprehensive community college. These services include the teaching and building of students who intend to transfer to senior colleges to pursue an academic degree and the teaching and guiding of career-oriented students in academic, technical, and vocational programs. These services also include providing opportunities for continuing education in academic, technical, and vocational curriculums and providing leadership in civic, economic, and cultural growth. This purpose also includes providing high school general education and vocational services, as well as other contracted services.

The specific aims of the institution are:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to discriminate, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide leadership in determining and developing aptitudes and abilities of students
4. To provide guidance, counseling, and learning experiences which will enable students to develop economic competency
5. To provide opportunities for continuing education in academic, technical, and vocational courses
6. To provide extra-curricular activities whereby students can develop leadership potential and social confidence
7. To provide educational experiences whereby students may become effective citizens within the framework of a democratic society
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs

I
The College Organization

BOARD OF TRUSTEES

T. H. Kendall, III, *President,* (Hinds)
A. A. Alexander, *Vice President,* (Hinds)
Roger McDaniel, *Secretary* (Hinds)

Walter R. Bivins (Hinds)
Louis Burghard (Copiah)
D. G. Fountain, Jr. (Hinds)
Dr. Edward Gilley (Warren)
Donald Oakes (Warren)
Talmadge Portis, Jr. (At-Large)
Jobie L. Martin (Hinds)
Dale Sullivan (Copiah
Dr. Michael Vinson (Rankin)
Dr. F. A. White (Claiborne)
Frank Wilson (Claiborne)
George E. Wynne (Rankin)

BOARDS OF SUPERVISORS

CLAIBORNE COUNTY

Albert Butler, District 1 John P. Eggleston, District 2 Kenneth P. Vaughan, District 3
Percy Thornton, District 4 Charles Johnson, District 5

COPIAH COUNTY

Ervin Kelly, Jr., District 1 Tony Smith, District 2 Sidney Thompson, District 3
Manuel Welch, District 4 Winfred Hammack, District 5

HINDS COUNTY

Robert Miller, District 1 Bennie Thompson, District 2 Wood Brown, District 3
W. C. Alderman, District 4 George S. Smith, District 5

RANKIN COUNTY

Herbert D. Smith, District 1 Hilton Richardson, District 2 Kenneth F. Bridges, District 3
Mike C. Ponder, District 4 Ralph Moore, District 5

WARREN COUNTY

Dwight Woodward, District 1 John Ferguson, District 2 Robert M. Walker, District 3
William F. Lauderdale, Jr., District 4 Jack Sturgis, District 5

ADMINISTRATIVE OFFICERS

DISTRICT ADMINISTRATIVE OFFICERS

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D. ..... President

George E. Barnes, B.S., M.A., Ed.S., Ph.D. ..... Vice President for Utica Campus/Administrative and Student Services

Terry J. Puckett, B.S., M.S., Ph.D. ..... Vice President for Jackson Campus and Branch Operations

Michael J. Rabalais, B.A., M.S., Ph.D. ..... Vice President for Raymond Campus

J. Louis Stokes, B.S., M.S. ..... Vice President for Adult Education and Community Services

Adam Jenkins, B.S., M.B.A. ..... Vice President for Business Services

L. Conrad Welker, B.S., M.A., Ed.D. ..... Vice President for Instructional Services

Troy H. Henderson, A.A., B.S., M.A., Ed.S. ..... Vice President for Physical Plant and Auxiliary Services

COLLEGE ADMINISTRATION

Vernon Clyde Muse, A.A., B.S., M.Ed., Ed.D. ..... President

Jackie Granberry, B.S., M.Ed. ..... Director of Development

*Barbara Blankenship, B.S.E., M.S.E., Ed.D. ..... District Dean of Student Affairs, Dean of Student Affairs - Raymond Campus

Bebe Garrison, B.S. ..... Coordinator of High School Relations

Zandra Nowell, B.S ..... Coordinator of Development Foundation/Alumni Services

Colleen Hartfield, B.S., M.S. ..... District Director, Public Information

Bob Hodges, A.A. ..... Assistant Director, Public Information - Raymond Campus

*Willie Ealey, B.S. ..... Assistant Director, Public Information - Utica Campus

*Earl J. Nelson, B.S., M.S. ..... Director, Athletics - Utica Campus

*René Warren, B.S., M.Ed. ..... Director, Athletics - Raymond Campus

George E. Barnes, B.S., M.A., Ed.S., Ph.D. ... Vice President for Utica Campus/Administrative and Student Services

E. Rosser Wall, B.A., M.A., Ed.D. ..... District Dean, Institutional Research/Management Information System

Adam Jenkins, B.S., M.B.A. ..... Vice President for Business Services

Betty Dexter ..... Director of Personnel

Troy Henderson, A.A., B.S., M.A., Ed.S. ..... Vice President for Physical Plant and Auxiliary Services

William Douglas Fowler, B.S., M.S. ..... Director of Facility Use/Janitorial Services

Thomas M. Smith, A.B., M.S., Ph.D. ..... Director of Energy Conservation/Maintenance Services

Tom McCollum, B.S. ..... Director of Purchasing

Thomas Wasson, B.S. ..... Director of Auxiliary Services

Charles West, A.A.S., B.S. ..... District Director of Computer Services

L. Conrad Welker, B.S., M.A., Ed.D. ..... Vice President for Instructional Services

Thurman Alley, A.A., B.S., M.S. ..... Coordinator of Industrial Services

Eddie Dawson, B.A., M.A., G.A.C.S., Ph.D. ..... Director, Adult Basic Education

Billy T. Irby, B.S., M.A., G.A.C.S. ..... District Director, Admission and Records

Clark Henderson, B.A., M.Ed. ..... District Director, Cooperative Education and Placement

John Perritt, A.A., B.S., M.Ed. ..... Director of Instructional Development

*Charles A. Walker, A.A., B.S., M.S. ..... Director of Physical Plant Utica Campus

Norma Wall, B.S., M.L.S. ..... District Director, Library and Media Services

Mildred Yarbrough, B.A., M.A., Ed.D. ..... District Director of Personnel Development Center

Eugene Gaston, B.S., M.S., Ph.D. ..... Dean of Instruction - Utica Campus

JACKSON CAMPUS AND BRANCH OPERATIONS

ADMINISTRATION

Terry J. Puckett, B.S., M.S., Ph.D. ..... Vice President for Jackson Campus and Branch Operations

JACKSON CAMPUS, SUNSET DRIVE CENTER

Al Moore, B.S., M.Ed., Ed.S. ..... Director
William Wilson, A.A.S., B.S., M.Ed. ..... Assistant Director
Wyonda Cain, A.A., B.S., Ed.S. ..... Lead Counselor

JACKSON CAMPUS, NURSING/ALLIED HEALTH CENTER

Bobbie Anderson, B.S.N.E., M.Ed., M.N. ..... Director
Mary Ann Sones, A.A.S., C.D.A., B.S., M.S. ..... Assistant Director for Allied Health
Dale Thomas, B.A., M.Ed. ..... Lead Counselor

JACKSON CAMPUS, UNIVERSITIES CENTER

J. Benjamin Woods, III, B.A., M.Ed. ..... Academic Coordinator for Jackson Campus and Branch Operations

RANKIN BRANCH

Jimmy Smith, A.A., B.S., M.S. ..... Director
Wayne Stonecypher, A.A., B.S., Ed.D. ..... Assistant Director
LaPearl Myricks, B.S., M.S. ..... Lead Counselor

VICKSBURG/WARREN COUNTY BRANCH

Joe Loviza, B.S., M.Ed., Ed.S. ..... Director
Albert Hossley, B.S., M.Ed., Ed.S. ..... Assistant Director
Robert Barlow, B.S., M.Ed. ..... Lead Counselor

RAYMOND CAMPUS ADMINISTRATION

Michael J. Rabalais, B.A., M.S., Ph.D. ..... Vice President for Raymond Campus
David Durham, B.S., M.S., Ph.D. ..... Academic Dean
Pat Flaherty, A.S., B.S., M.S. ..... Dean, Vocational-Technical Education
Hilton Dyar, Jr., B.S., M.S. ..... Assistant Director, Vocational-Technical Department
Robert L. Mullins, B.S., M.S. ..... Assistant Director, Vocational-Technical Department
Barbara Blankenship, B.S.E.,M.S.E.,Ed.D. ..... Dean of Student Affairs
Philip Booth, B.S., M.S.,Ph.D. ..... Director of Counseling Services
Louanne Langston, A.A., B.S.,B.A. ..... Director of Financial Aid and Veterans Affairs
Rick Hartfield, B.S., M.Ed. ..... Director of Housing
Jack Hite, A.A., B.S. ..... Director of Student Activities
*Norma Wall, B.S., M.L.S. ..... District Director Instructional Materials Services
*Curtis Kynerd, A.A., B.S., M.Ed. ..... Director of Media Services
*John Perritt, A.A., B.S., M.Ed. ..... Instructional Development Officer
*Colleen Hartfield, B.S., M.S. ..... District Director, Public Information
*René Warren, B.S., M.Ed. ..... Director, Athletics
J. Louis Stokes, B.S., M.S. ..... Vice President for Continuing Education and Community Services

UTICA CAMPUS ADMINISTRATION

George E. Barnes, B.S., M.A., Ed.S., Ph.D. ..... Vice President for Utica Campus/Administrative Student Services
Eugene Gaston, B.S., M.S., Ph.D ..... Dean of Instruction
Jessie J. Killingsworth, B.S., M.S., Ph.D ..... Dean, Vocational-Technical Education
Charles A. Walker, A.A., B.S., M.S. ..... Coordinator of Physical Plant

Johnny Crisler, A.A., B.S., M.A. ..... Dean, Student Affairs
Thurman Mitchell, A.A., B.S., M.S.Ed ..... Director of Financial Aid
Charles Bell, B.S. ..... Director of Campus Union
*Alma Fisher, A.A., B.A., M.A. ..... Administrative Librarian
Ellestene Turner, B.A., M.S. ..... Registrar
Shirley Hopkins, B.A., N.A.T., Ph.D. ..... Director, CAI-CMI
*Willie Ealey, B.S. ..... Assistant Director, Public Information
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DIRECTORY OF PROFESSIONAL PERSONNEL

Listed below are District and Campus/Branch/Center personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal route is as follows: From Department Head to Division Chairperson, to Campus Dean/Director, to Campus/Branch Vice President, to appropriate District Vice President, to the College President.

DISTRICT OFFICERS

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Bobbie Anderson ..... Director, Nursing/Allied Health Center
Mary Ann Sones ..... Assistant Director for Allied Health
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Jimmy Smith ..... Director, Rankin Branch
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Joe Loviza ..... Director, Vicksburg/Warren County Branch
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Ben Woods ..... Academic Coordinator for Jackson Campus and Branch Operations, Universities Center

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Martha Sorey ..... Medical Lab Technology, NAHC
Catherine Middleton ..... Surgical Technology, NAHC
Tom Woods ..... Respiratory Therapy, NAHC
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Robert Mullins ..... Assistant Vocational-Technical Director
Barbara Blankenship ..... Dean, Student Services
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Louanne Langston ..... Director, Financial Aid and Veterans Affairs
Rick Hartfield ..... Director of Housing
Jack Hite ..... Director of Student Activities
Norma Wall ..... Administrative Librarian
Curtis Kynerd ..... Director of Media Services
John Perritt ..... Instructional Development Officer
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Russell Schneider ..... Art
William Mack Davis ..... Biology
Tom Shepherd ..... Business Administration
Lester Harrison ..... Physical Science
Peggy Brent ..... English
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Rolland Shaw ..... Music
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Betty Clayton ..... Psychology
Hilda McRaney ..... Reading
Jerry Agent ..... Speech
Lura Scales ..... Social Science
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Stuart Spann ..... Computer Technology
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B.S.Ed., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University

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B.S., Mississippi College; M.Ed., Mississippi State University

Larry Ford Lofton ..... Business Administration
B.S., M.B.A., University of Southern Mississippi; C.P.A., American Institute of Certified Public Accountants; Mississippi State University

Mary Lou Lott ..... Music
B.M.E., M.M.E., University of Southern Mississippi; Loyola University, University of Southern Mississippi

Robert Lyles ..... Rehabilitation Center for Blind
B.S., Mississippi State University

Ginger Y. Manchester ..... Mathematics
B.S., Mississippi University for Women; M.S., University of Mississippi

John Phillip Manchester, Jr. ..... Music
B.S., Livingston University; M.M.E., North Texas State University; D.A., University of Mississippi

Alice H. Margolis ..... Library
A.A., Hinds Junior College; B.A., University of Mississippi; University of Mississippi

Polly Tillman Marshall ..... English
A.A., Hinds Junior College; B.A., M.A., Mississippi College; Mississippi State University; University of Mississippi

Anne C. Mason ..... Music
B.M., University of Alabama; M.M.E., Mississippi College, University of Michigan

Shirley Mays ..... Business Technology
B.S., University of Alcorn; M.S., University of Southern Mississippi

Gayle McCarty ..... Art
B.A., M.A., Mississippi College

Deborah P. McCollum ..... English
A.A., Hinds Junior College; B.S., M.S., Mississippi College

Russell W. McGuffee, Jr. ..... General Electricity & Wiring
A.A.S., Hinds Junior College; University of Southern Mississippi

Cleon McKnight ..... Chemistry
B.S., Alcorn State University; M.S., Southern University A & M; Ph.D, Kansas State University

Martha E. McNair ..... Reading
B.S., Mississippi College; M.S., Mississippi State University; Mississippi State University

Herbert McPhail ..... Automotive Body & Frame Repair
Hinds Junior College; University of Southern Mississippi

Hilda Grafton McRaney ..... Reading
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Ed.S., University of Mississippi; Mississippi State University

Kyle Dean Mize ..... Distribution & Marketing Tech
B.B.A., University of Mississippi; M.Ed., Mississippi State University; Mississippi State University

Judith Hawkins Moore ..... Medical Records Tech
A.A., Hinds Junior College; B.S., Mississippi College; Registered Record Administrator, American Medical Record Association

William Ralph Moore ..... Drafting & Design Tech
B.S., University of Southern Mississippi

Marjorie H. Morris ..... Speech
B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi

Jeanette Barron Morrison ..... Business Technology
A.A.S., Hinds Junior College; B.S., M.Ed., Mississippi College; Mississippi State University; University of Mississippi; University of Southern Mississippi

Mickey Jon Mott ..... Automotive Parts & Service
Hinds Junior College; Holmes Junior College; Mississippi State University; University of Southern Mississippi

Robert Louis Mullins ..... Assistant Director, Voc-Tech Education, Raymond
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi; Mississippi College; University of Mississippi

Dorothy Murphy ..... Physical Education
B.S., Mississippi University for Women; M.S., Mississippi State University

Thomas E. Murphy ..... Physical Education
B.S., Mississippi State University; M.Ed., Mississippi State University

Jeannie Lipsey Muse ..... English
B.A., M.A., Mississippi College

Vashti U. Muse ..... Reading
B.S., M.Ed., Mississippi State University

Judy C. Myrick ..... Library
B.S., University of Southern Mississippi; M.A., East Tennesse University

Mary Etta Naftel ..... Business Technology
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Ph.D., University of Mississippi

Murray Martin Neal ..... Barbering & Hair Care
Barber License, Texas Barber College; University of Southern Mississippi

Carol B. Nelson ..... Vocational Counselor
B.S., William Carey College; M.S., University of Southern Mississippi; University of Mississippi

Clifford L. Nelson ..... Counseling
B.S., M.Ed., Mississippi College

Herman Ray Nelson ..... Radio & TV Servicing
Hinds Junior College; Jackson State University; University of Mississippi; Certified Electronics Technician

Deborah Leah Nichols ..... Physical Education
A.A., Hinds Junior College; B.S.E., M.Ed., Delta State University

Aubrey Daniel Nolen ..... Machine Shop
Hinds Junior College; Mississippi State University

Marion Nooe ..... Music
B.A., M.A., University of Southern Mississippi

Patrice Owens ..... Biology
A.A., Copiah-Lincoln Junior College; B.S., Delta State University; M.C.S., Mississippi College

Thad O. Owens, Jr. ..... Agriculture
A.A., Copiah-Lincoln Junior College; B.S., Delta State University; M.S., Ph.D., Mississippi State University

Harry Johnson Partin ..... Electronics Technology
B.S., Mississippi College

Frank A. Patterson ..... Electronics Technology
A.A.S., Northwest Mississippi Junior College; Mississippi State University

Betty Jane Pharr ..... Medical Records Technology
B.A., Mississippi College; University of Mississippi; Registered Record Librarian, American Medical Record Association

Rodney Phillips ..... Meat Merchandising
A.A., Hinds Junior College

Nell Ann Pickett ..... English
A.A., Hinds Junior College; B.A., Mississippi University for Women; M.A., George Peabody College; Ph.D., University of Mississippi

Sue Magee Pitts ..... English
B.S.Ed., M.Ed., Mississippi College; Mississippi State University

Russell J. Poirrier ..... Offset Printing
Hinds Junior College; University of Southern Mississippi; Jackson State University

Retta Justice Porter ..... English
B.S., M.A., University of Southern Mississippi; University of Mississippi; University of Southern Mississippi

Polly H. Rabalais ..... Physical Education
B.S., Mississippi University for Women; M.Ed., University of Mississippi; Mississippi College, University of Southern Mississippi; American Red Cross Certified Multi-Media First Aid Instructor

Shirley Randle ..... Chemistry
B.S., M.S., Mississippi State University

Aaron M. Rankin ..... Mathematics
B.S , M.Ed., Mississippi State University; Auburn University; Mississippi College; Mississippi State University; University of Mississippi

Linda B. Ratliff ..... Business Technology
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College

Frederick Wayne Redmond ..... Radio & TV Servicing
Hinds Junior College; University of Southern Mississippi; Certified Electronics Technician

Wesley L. Reeves ..... Criminal Justice
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi; University of Mississippi

Joycelyn M. Reid ..... English
B.S.E., Delta State University; M.A., Mississippi College; Mississippi State University; University of Mississippi

Ernest Darden Reynolds ..... Social Science
B.A., M.A., University of Mississippi

Joe W. Riggin ..... Mathematics
B.S., Mississippi College; Jackson State University; Mississippi State University

Jerry Nix Roberts ..... Distribution & Marketing Tech
B.S., M.S.Ed., University of Southern Mississippi

Charles Robertson ..... Job Training & Safety, EPA
B.S., Memphis State University

Fred Dixon Robertson, Jr. ..... Business Administration
B.S.Ed., M.S.Ed., Mississippi State University; Ph.D., University of Mississippi

Martha Saunders Robinson ..... Business Technology
A.A.S., Northwest Junior College; B.S.C., M.B.E., University of Mississippi; Mississippi College; Mississippi State University; University of Southern Mississippi

Oliver Thomas Robinson ..... History
B.A., University of Mississippi; M.A., Memphis State University; University of Georgia

Ivan Patterson Rosamond ..... Physical Education
B.S.Ed., M.A.Ed., University of Southern Mississippi; Mississippi State University; University of Southern Mississippi

Michael Joseph Roth ..... Political Science
B.A., M.S., Ed.D., Mississippi State University; Mississippi College School of Law

William D. Rountree ..... Psychology
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi

Kristi Sather-Smith ..... Biology
B.S., M.S., Western Illinois University

Lura Lee Scales ..... History
B.A., Belhaven College; M.A., Mississippi College; Ph.D., Mississippi State University; University of North Carolina

Russell Edward Schneider ..... Art
B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College

Peggy Shanks ..... Data Processing
A.A., Hinds Junior College; Mississippi State University, University of Southern Mississippi

Beverly Shaw ..... Music
B.S., Mississippi College; M.Ed., Arkansas Technology University

Roland Shaw ..... Music
M.M.Ed., Ph.D., University of Southern Mississippi

Tom Edward Shepherd, Jr. ..... Business Administration
A.A., Hinds Junior College; B.S., M.B.A., Mississippi State University; Ed.S., University of Alabama; Mississippi College; University of Mississippi

Annelle Shivers ..... Psychology
B.S , Mississippi State College for Women; M.Ed., University of Mississippi; Ph.D., Mississippi State University

Jo Ann Shoemake ..... Data Processing
Hinds Junior College District, Mississippi State University, University Southern Mississippi

Hazel Shows ..... Mathematics
B.S., M.S., University of Mississippi

James Michael Smith ..... Physical Education
A.A., Copiah-Lincoln Junior College; B.S., M.Ed., Delta State University

Randy Smith ..... Vocational Counseling
A.A.S., Hinds Junior College; B.S., Mississippi State University; M.Ed., Ed.S., Mississippi College

Charles Stuart Spann ..... Electronic Data Processing
A.A.S., Hinds Junior College; B.S. University of Southern Mississippi; IBM Technical School;
University of Southern Mississippi

John N. Strange ..... Mathematics
B.S., University of Arkansas; M.S.,Mississippi State University; University of Texas

Katherine T. Stroble ..... Rehabilitation for the Blind
B.S., Peabody College; Jackson State University

James W. Taylor ..... Air Conditioning/Refrigeration
B.S., University of Houston

Norma M. Temple ..... Mathematics
B.S., Mississippi College; M.A., University of Mississippi; Mississippi College; University of Mississipp

Talmadge Lamar Tenhet ..... Music
B.S., Mississippi State University; B.M.A., University of Mississippi; Diploma, Hartnett School of Music (New York);
American Conservatoire De Musique (France); Eastman School of Music; University of Mississippi

Cecelia R. Thomas ..... Biology
B.S., University of Mississippi; M.C.S., University of Mississippi

Jerry W. Thomas ..... Diesel & Truck Mechanics
University of Southern Mississippi

Thomas Victor Traxler ..... Barbering & Hair Care
Hinds Junior College

Clifton Trigg ..... Diesel and Truck Mechanics
East Central Junior College

Alec C. Valentine ..... English
B.A., Millsaps College; M.A., George Peabody College for Teachers

Sandra Stringer Vance ..... History
B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University

Alice S. Walker ..... Home Economics
B.A., M.S., University of Southern Mississippi

Carol McRaney Walker ..... Mathematics
B.A., Mississippi State University; M.Ed., Delta State University

Cecil Calbert Ward ..... General Electricity & Wiring
Hinds Junior College; Mississippi State University; University of Southern Mississippi

Rene T. Warren ..... Physical Education
B.S., Ed., M.Ed., Mississippi College

Ralph Washington ..... Business Administration
B.S., Alcorn State University; M.B.A., Mississippi College

Cindy Crane West ..... Industrial Drafting
B.S., University of Southern Mississippi

George O. Williams ..... Biology
B.S., Tougaloo College; M.S., University of Mississippi; Jackson State University;
Oak Ridge Associated Universities; University of Mississippi

Jerry Williamson ..... Philosophy
B.A., Millsaps College, M.A., Southern Methodist University

David F. Young ..... Job Training & Safety, EPA
B.S., Mississippi State University

UTICA CAMPUS

Rebecca Ansab ..... JTPA/Hotel-Motel Housekeeping
B.S., Jackson State University

Theresa Akbar ..... Library
B.S., Mississippi Industrial College; M.S., University of Southern Mississippi

Peggy Allen ..... JTPA Basic Education
M.S., Jackson State University

Arthur Anderson ..... Counselor
B.S., Alcorn State University; M.S., University of Mississippi; Ed.S., Jackson State University

Joseph Bartee ..... Welding
B.S., Alcorn State University; B.Th.& M.Th., Mississippi Baptist Seminary; Alcorn State University; Jackson State University

Minnie Battle ..... Business Technology
A.S., Coahoma Junior College; B.S., Alcorn State University; M.Ed., Delta State University; S.Ed., Jackson State University; Mississippi State University; Mississippi College

Mike Berry ..... Science
B.S., Alcorn State University; M.A., Atlanta University; Texas Southern University; Tuskegee Institute; University of Mississippi; Mississippi State University

Marilyn Binion ..... Child Care & Development
B.S., Tuskegee Institute; M.S.Ed., Jackson State University

Earnestine Black ..... Business Technology
A.S., Coahoma Junior College; B.A., Alcorn State University; M.S., University of Wisconsin; Delta State University; Mississippi State University; Jackson State University

Bessie Brown ..... English
A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi State University; Ed.S., Jackson State University; University of Mississippi; Memphis State University

Willie P. Burley ..... Cosmetology
A.A.S., Junior College Certificate; Utica Junior College; Jackson State University

Earnest Campbell ..... Auto Body & Fender
A.S., Utica Junior College; Alcorn State University; Jackson State University; Southern University

Terry Collins ..... Instructional Data Manager
B.S., Tougaloo College; M.S., Ed.S., Jackson State University

Bobby Cooper ..... Music
B.S., Tougaloo College; M.S., University of Illinois; Ed.S.,Ed.D., University of Colorado; Roosevelt University

William Cornelius ..... Social Science
B.A., Tougaloo College; M.A.T., Indiana University; Merrill-Palmer Institute; Wayne State University; Hampton Institute; University of Southwestern Louisiana; Norfolk State University; Howard University; St. Johns College of New Mexico; Ph.D., Kansas State University

Deborah Danner ..... Data Processing
B.S., Jackson State University

Seyed Darbandi ..... Accounting & Economics
B.S., Tehran University; M.P.A., Jackson State University; IBM Center in Tehran; Training in Computer Assisted Instruction, Jackson State University; H & R Block

Samuel Davis ..... Drafting & Design
A.S., Utica Junior College; Alcorn State University

Patrinella Diggs ..... Remedial Studies
B.S., Alcorn State University; M.S., University of Southern Mississippi; New York University

Doris Williams Evans ..... Nursery School Director
A.A.S., Utica Junior College; B.S., Jackson State University

Alma Fisher ..... Library
A.A., Utica Junior College; B.S., Tougaloo; M.S., Rosary College

Ira Gibbs ..... Chemistry
B.S., Alcorn State University; M.S., Creighton University

Anita Roberts Griffin ..... English & Speech
B.S., Jackson State University; M.A.T., Jackson State University; University of Southern Mississippi; Columbia University

Johnny Halsell ..... Mathematics
B.S., Alcorn State University; M.S.Ed., Indiana University; Atlanta University; Mississippi State University; Ed.S., Delta State University

Magnolia Hampton ..... English
B.A., Mississippi Valley State University; M.A., Mississippi College

Annie Harper ..... Library
A.A., Utica Junior College; B.S., Alcorn State University; M.S., Jackson State University

Benjamin Harper ..... Science
B.S., Alcorn State University; M.S., Atlanta University; University of Michigan; University of Florida; Mississippi State University; University of Mississippi

Wilson Harris, Jr. ..... Auto Mechanics
B.S., Mississippi Valley State University; Jackson State University; University of Southern Mississippi; General Motors; Ford Motor Company

Linden Haynes ..... Science
B.S., Alcorn State University; M.S., Virginia State College; Ph.D., Iowa State University

Shirley Hopkins ..... English & Reading
B.A., M.A.T., Jackson State University; Ph.D., Kansas State University; University of Southern Mississippi

Cornelius Horton ..... Counselor
B.S., Tougaloo College; M.S., Jackson State University

Benard Hubbard ..... Masonry
Jackson State University

Freddie Jackson ..... Child Care & Development
B.S., Jackson State University; M.S., Atlanta University

Mae C. Jackson ..... Mathematics
B.S., M.A.T., Jackson State University; Ph.D., Kansas State University

Margaree Jenkins ..... Food Service Administration
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Mississippi State University; University of Southern Mississippi

Willie C. Johnson ..... Mathematics
A.A., Utica Junior College; B.S., Jackson State University; M.Ed., Mississippi College; University of Southern Mississippi; Jackson State University; Ph.D., Iowa State University

Isiah Jones ..... Auto Body
A.S., Utica Junior College

James E. Jordon ..... Social Science
B.S., Mississippi Valley State University; M.Ed., Southern University; Ed.S., Jackson State University

Maudie Jordon ..... Counselor
B.S., M.S., Ed.S., Jackson State University

Louis Lee ..... Music
B.S., Jackson State University; Indiana University

Fred Lewis ..... Barber
Utica Junior College

Oscar Martin, Jr. ..... Carpenter
University of Mississippi; Jackson State University; University of Southern Mississippi

Bobbie Mason ..... Health & Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Jackson State University

Shirley Mason ..... Business
A.A., Utica Junior College; B.S., Alcorn State University; M.S., Jackson State University; University of South Alabama

Michael McCarty ..... Art
B.A., University of Southern Mississippi; M.F.A., Institute Allende, University of Guanajuato; University of Southern Mississippi

George McQuitter ..... Media Technology
B.S., M.S., Jackson State University

Steven Murray ..... Auto Mechanics
Certificate, Copiah-Lincoln Junior College; General Motors Training Center; Jackson State University; University of Southern Mississippi; Utica Junior College

Earl Joe Nelson ..... Physical Education
B.S., Jackson State University; M.S., University of Southern Mississippi; Mississippi State University; Howard University

Lester Owens ..... Drafting & Design
B.S., Alcorn State University; M.Ed., University of Georgia

William Parks ..... Electronics
B.S., University of Southern Mississippi; Mississippi State University

James L. Pates ..... Carpentry
A.S., Coahoma Junior College; B.S., Mississippi Valley State University; University of Southern Mississippi; Alcorn State University

John F. Powers ..... Education
A.S., St. Mary's College; A.B., Crescia College; M.A., Catholic University of America; M.A., Western Kentucky; Ph.D., Southern Illinois University

Benard Robinson ..... Industrial Arts
A.A., Utica Junior College; B.S., Alcorn State University; M.Ed., Jackson State University; Jackson State University

Mary Austin Robinson ..... Basic Grammar Skills
B.A., Jackson State University; M.A.T., Jackson State University; Mississippi College

Albert Ross ..... Related Studies
A.S., Utica Junior College; B.S., Mississippi Valley State University

Ginger Smith ..... Coodinator Resource Development
M.S., University of Southern Mississippi

Juanita Smith ..... Food Service & Administration
B.S., Alcorn State University; M.A., Tennessee A & I University; Tuskegee Institute; University of Southern Mississippi

Kishore Talluri ..... Mathematics
M.S., Alabama Agricultural and Mechanical University

Floyd Tate ..... Social Science
B.S., Alcorn State University; M.A.T., Ed.S., Jackson State University; Lawrence University

Maurice Beachum Taylor ..... JTPA Security Service Trainer

Ida Thomas ..... Cosmetology
A.A., Utica Junior College; Cosmetology License, Davis Beauty School; Jackson State University; Mississippi State University

Willie Mary Thompson ..... Business Technology
B.S., Alcorn State University; M.Ed., Delta State University; University of Tennessee; Mississippi State University

James Waddell ..... Writing Skills
A.A., Meridian Junior College; B.A., University of Southern Mississippi; M.S., Mississippi State University

Georgia Wiggins ..... Reading
A.A., Utica Junior College; B.S., Alcorn State University; M.S., Specialists Candidate, Jackson State University

Yolanda Williams ..... Data Processing
B.S., Rust College; M.S., Mississippi State University

Debra Woolman ..... Clothing & Textiles
A.S., Jones Junior College; B.S., M.S., University of Southern Mississippi

VICKSBURG WARREN-COUNTY BRANCH

Robert H. Barlow ..... Vocational Counseling
B.S., University of Southern Mississippi; M.Ed., Mississippi College

Norma Grace Cochran ..... Distributive Education Cooperative
B.S., M.S., Ed.,S., Mississippi State University

Jack C. Cooper ..... Industrial Maintenance
Hinds Junior College

Frank Ferguson ..... Vocational Preparation for Handicapped
B.S., Mississippi State University

Robert N. Gordon, Jr. ..... Industrial Drafting
A.A., Hinds Junior College; Mississippi College; Mississippi State University

Charlie Grantham ..... Agri-Business
B.S., Mississippi State University

Betty C. Headley ..... Business & Office
B.S., University of Alabama; Auburn University

Albert Tucker Hossley ..... Assistant Director, Voc/Tech Education
B.S., M.Ed., Ed.S., Mississippi State University

Delbert W. Huskey ..... Industrial Maintenance
Hinds Junior College; Mississippi State University

Julius Johnson ..... Carpentry
B.S., Mississippi Valley State University; Mississippi State University

John F. Kolb ..... General Electricity & Wiring
A.A., Hinds Junior College; Mississippi State University

Thomas Lindsey Lee, Jr. ..... Trade & Industrial Cooperative
B.S., University of Southern Mississippi; Mississippi State University

Robert Logue ..... Electricity
A.A., University of Nebraska

Hazel C. Lominick ..... Business Education Cooperative
B.S.Ed., M.Ed., Mississippi College; Jackson State University; Mississippi State University

Emily Long ..... Intensive Business
B.S., M.Ed., Mississippi College

Burkett Hill Martin, Jr. ..... Vocational Counseling
B.S., M.Ed., Mississippi State University; Mississippi State University

Joyce Ann McAnear ..... Remedial Related Studies
B.S., Hardin-Simmons University; University of Southern Mississippi; Alcorn State University

Henry Earl Middleton ..... Bricklaying
B.S., Alcorn State University; Jackson State University; Mississippi State University

Joy H. Mihalyka ..... Remedial Related Studies
A.A., Stephens College; B.B.A., University of Mississippi; Mississippi State University; University of Mississippi

James Clarence Newman ..... Agribusiness
B.S.Ed., M.A., Ed.S., Mississippi State University

James Fulton Park, Jr. ..... Automotive Mechanics
Hinds Junior College; Mississippi State University

Michele Poag ..... Distribution and Marketing
B.S., Mississippi State University

Billy G. Reed ..... Vocational Preparation Handicapped
B.S., Mississippi State University

Rayford E. Renfro ..... Welding
A.A., Clarke College; B.A., William Carey College; Golden Gate Baptist Theological Seminary;
San Francisco State University; University of California (Berkley)

Jack Ross ..... Diesel

James Sardin ..... Agri-Business
B.S., Alcorn State University

Chester Merill Schneider ..... Industrial Drafting
B.S., University of Southern Mississippi; Mississippi State University

Elnora V. Smith ..... Practical Nursing
RN, Mercy Hospital; University of Southern Mississippi; Hinds Junior College

William Smith ..... Auto Service
Hinds Junior College

Janice N. Strickland ..... Remedial Related Studies
B.S., Mississippi State College for Women; M.E.D., Mississippi College; Mississippi State University

Patricia Theriot ..... JTPA Office/Clerical

John H. Thomas ..... Vocational Counseling
B.A., B.S.Ed., Jackson State University; M.Ed., Mississippi State University

Robert Thornell ..... Auto Mechanics
B.S., University of Southern Mississippi

John K. Weatherford, Jr. ..... Machine Shop
B.S., M.Ed., Mississippi State University

Janet Whatley ..... Practical Nursing
RN, Mercy Hospital; B.S., University of Southern Mississippi; Mississippi State University

Faye Wilkinson ..... Business/Office
B.S., M.S., Mississippi State University

Lee K. Windham ..... Distributive Education Cooperative
M.Ed., Texas A&M University; B.S., Mississippi State College for Women; Mississippi State University

Phyllis Woodard ..... English
B.A., Mississippi College; M.A., Baylor University

II
Admissions
Expenses
Regulations

ADMISSION PROCEDURE

NOTE: Some programs have additional requirements for admission. See specific outlines of programs of study and vocational course descriptions. Special requirements for admission to certain health related programs follow this section. Veterans should see "Veterans Affairs".

GENERAL ADMISSION INFORMATION

Hinds Community College does not discriminate in its admission of students on the basis of sex, race, color, national origin, or handicap.

Hinds Community College subscribes to an "open door" policy in that all applicants having fulfilled admission requirements will be considered for acceptance to the college. Requirements for admission are not restrictive but vary with the curriculum. Therefore, admission to Hinds Community College does not necessarily mean admission to the curriculum disired by the student. Although applicants for admission must satisfy the general admission requirements, the college reserves the right to accept or reject an applicant to a particular educational program.

All applicants are notified of their admission status as requested information is received in the District Office of Admission and Records.

ADMISSION REQUIREMENTS

Academic and technical students who enroll in Hinds Community College are required to meet the following admission requirements:

1. Submit an application for enrollment to the Hinds Community College Office of Admissions and Records.
2. Beginning freshmen must submit an official high school transcript or GED scores to the Office of Admissions and Records.
3. Students under twenty-one (21) years of age must submit ACT scores. No specific score is required for general admission, however, certain programs do have specific score requirements. Residual ACT tests will be offered by the college to those students who wish to register, but have not taken the ACT. Contact the Counseling Office at the location you plan to attend for further information on taking the test.
4. Beginning freshmen, twenty-one years or older who have not taken the ACT will be required to take a placement test before registering for English or math courses.
5. Transfer students from another college must have on file in the Office of Admissions and Records an official transcript from their previous school or college before being allowed to register. An official transcript is one mailed directly to the Office of Admissions and Records from the former college bearing the college seal and **MUST NOT BE STAMPED "ISSUED TO STUDENT".**
6. All beginning students whose birthday is after December 31, 1956, including transfer students, must provide proof of immunization for measles and rubella. (See Immunization Policy)
7. **Vocational students** must meet all admission requirements other than the ACT requirement. Vocational students must be interviewed by a faculty member or admissions committee in their major.

ALL STUDENTS WHO PLAN TO REGISTER AT HINDS COMMUNITY COLLEGE MUST SEEK COURSE ADVISEMENT FROM A COUNSELOR AT THE LOCATION THEY PLAN TO ATTEND BEFORE REGISTERING.

MEASLES AND RUBELLA IMMUNIZATION POLICY

The following policy was approved by the Hinds Community College Board of Trustees on May 1, 1985 in compliance with the requirements of the State Board of Health.

All first time students, including transfer students and evening students whose birthday is after December 31, 1956, must provide proof of immunization for measles and rubella.

1. Proof of immunization or physician documented proof of having had measles and/or rubella must be provided on form 121-C or 133. History of rubella is not acceptable. Proof of acceptable exemption must be provided on form 121-D or 132. These are standard forms approved by the State Board of Health and can be completed by your physician or local Health Department.
2. Immunization must be repeated if taken before first birthday, or measles vaccine given before January 1, 1968, or rubella vaccine given before January 1, 1969.
3. Temporary exceptions - one semester:
    a. Pregnant women
    b. Women suspecting pregnancy; and
    c. Women anticipating pregnancy within three months.
4. Permanent exceptions:
    a. Medical disease which will cause a permanent contraindication to immunization; and
    b. All persons born prior to 1957.

SPECIAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

In addition to the General Admission Requirements of the College, each Allied Health program has specific additional program admission requirements as follows:

1. Applicant must submit an application to Nursing Allied/Health Center, 1750 Chadwick Drive, Jackson, Mississippi 39204-3490, and the District Office of Admissions and Records, Raymond, Mississippi 39154-9799.
2. The applicant must be a high school graduate as confirmed by a high school transcript or GED equivalency form.
3. The applicant must have attained the age of eighteen (18) years upon completion of the program.
4. Must have submitted and attained the following minimum test score(s):

   Technical Allied Health Programs —

   Minium ACT composite score of 14
   Must meet minimum math and English levels consistent with requirments of individual programs.
   All intermediate or developmental courses needed, as indicated by ACT scores or other test scores, must be successfully completed prior to entrance into technical programs.
   (Dental Assisting will accept a 14 Natural Science score in lieu of a 14 ACT composite.)

   Vocational Allied Health Programs — ACT of 12 or TABE of 10

   Notes: 1) Some programs may require additional specialized testing.

   2) Based upon documented satisfactory past performance in selected college-level studies or on related standardized testing, the above minimum test score requirements may be waived as determined jointly by the particular Department Chairperson, Counselor and Assistant Director for Allied Health.

5. Completed application and other general and special admission requirements and credentials should be met and on file six (6) weeks prior to the beginning of classes.

   Notes: 1) Enrollment priority will be given to those applicants with the earliest date in which complete application and credentials are on file at the Nursing/Allied Health Center. It is the responsibility of each applicant to insure that his or her application is complete and all credentials are on file.

   2) Within four (4) weeks after enrollment in the program, the applicant must submit a College Approved Health Form, completed and signed by a physician, confirming that he/she is of good health and possesses the required physical abilities to function satisfactory within that particular education program and occupation.

ENTRANCE TESTS

American College Test (ACT)

The ACT is typically available to high school students during their junior or senior years. Adults who have not taken this test may contact the Counseling Office at the HCC Raymond Campus and request that an ACT registration packet be mailed which must be completed and submitted to ACT. The test is given five (5) times a year and the cost is $9.00.

Test of Adult Basic Education (TABE)

The TABE is administered locally by the College on the first and third Monday of each month at 1:00 PM in the Nursing/Allied Health Center. The cost is $5.00. A person may retake the TABE once, without stipulations, in order to achieve a higher score. A second retake is permitted only after the person furnishes official proof (grade report, transcript, etc.) of having satisfactorily completed a remedial program or course(s) related to his or her basic education deficiencies. A third retake of the TABE is permitted only after a period of one (1) year has elapsed since the second retake. Two (2) forms of proof of identification (driver's license, social security card, birth certificate, etc.) must be furnished upon request each time the test is taken.

General Education Development Test (GED)

The Hinds Community College is authorized to give the General Education Development (GED) Test. A citizen who is a resident of the State of Mississippi and has been for at least one year, is 20 years of age and has not been enrolled in a secondary school for at least one year is eligible to take the GED Test. Exceptions will be made for the age requirements of 20 years or more under certain conditions. For further information contact the Hinds Community College Continuing Education Department on the Raymond or Utica Campus. Successful completion of this test results in a certificate of high school equivalency being issued by the Mississippi Department of Education.

CRITERIA FOR SELECTION TO THE ASSOCIATE DEGREE PROGRAM IN NURSING

Selection to the Division of Associate Degree Nursing is made twice a year; one class to begin in August and one class to begin in January. **Qualified applicants will be given priority for a given year based on available space and on the earliest validated completed file according to required criteria as stated below.** Qualified applicants not selected, or selected and unable to attend, for a given year will be given priority one time only for the next year, provided a letter stating the intent of the applicant to enter the nursing program is received by the Division of Associate Degree Nursing. If unable to attend within a year of the original acceptance date, a priority number will be then assigned based on the date of the letter asking for reconsideration.

REGULAR PROGRAM

1. Make application and be accepted to Hinds Community College.
2. Make application to the Hinds Community College Division of Associate Degree Nursing.
3. File copies of official transcripts and test scores in the Division of Associate Degree Nursing. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course).
4. Regular applicants are selected using the following criteria:
   A. American College Test (ACT) composite score of 15 or above. (See D below).
   B. An overall high school average of C. For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation. In lieu of a high school diploma an applicant may file satisfactory scores on the General Education Development (G.E.D.).
   C. Pre-admission Examination-RN AD-composite score of 30 or above. (See D)
   D. If ACT is lower than 15, applicant must complete twelve (12) hours of college work required in the nursing program, with at least a C average, eight (8) hours of which are Anatomy and Physiology I and II with a minimum grade of C in each. The required Quality Point Average (QPA) of 2.0 will be figured including only grades from the first two attemps of any required course. If ACT is lower than 15 and/or PAE is lower than 30, applicant must complete all support courses required in the nursing program with a 2.5 QPA (including only grades from the first two attemps of all required courses. Any grade recorded other than A/B/C/D/F will not be used in figuring QPA).
   E. A score of 90% or better on the pre-acceptance math test administered by the Hinds Community College Division of Associate Degree Nursing. Applicants will be allowed two opportunities to pass the math test prior to the selection. This test is given the second (2nd) Wednesday of each month at 3:00 PM at the Nursing/Allied Health Center.

5 PRE-REQUISITES TO THE FIRST CLINICAL COURSE:
   A. Must have completed Anatomy and Physiology I and II with a grade of C or above on each before entering nursing.
   B. If the applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed within the last five (5) years.
   C. Physical examination within six months prior to a clinical course with required immunizations current.
   D. Attend an orientation session required prior to beginning of the semester.

ADVANCED PLACEMENT:

Applicants for Advanced Placement (LPN's or other students who have completed previous nursing work) will be selected for Nursing 1129 by meeting the following criteria:

   A. Meet all of the requirements listed under Regular Program.
   B. Score 78% or better on a challenge exam on Nursing 1118. (A fee of $10.00 will be charged to help defray cost of printing and grading the test). (Only 1 attempt to challenge is allowed.)
   C. Must have completed Nursing 1211, **Drug Calculations for Nurses,** or score 78% or better on a challenge exam on Nursing 1211 prior to entry into Nursing 1129.
   D. Applicants for Advanced Placement must have successfully challenged Nursing 1118 before challenging or enrolling Nursing 1211.
   E. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I plus three additional hours in non-nursing courses. (Recommend - English I)
   F. Must satisfactorily demonstrate all skills tested in the Learning Lab in Nursing 1118, and pass the Nursing 1118 Math Skills Test, using the same evaluative criteria.

TRANSFER CREDIT:

A. Nursing Courses - A maximum of 9 semester hours of transfer credit in nursing courses is allowed.

Nursing 1118	8 hours credit
Nursing 1211	1 hour credit (refer to C. Advanced Placement)

   1. A minimum grade of C is required for a nursing course to be transferable.
   2. Nursing course work presented for trasfer must have been completed within the last 5 years.
   3. Must give written permission to allow the release of information from all schools previously attended.
   4. Must participate in scheduled orientation and skills assessment sessions.

B. Non-nursing courses - transfer credit will be accepted for all non-nursing courses as follows:
   1. A minimum grade of C in biological sciences, each must have been completed within the last five years.
   2. Overall quality point average of at least 2.0 for graduation.

READMISSION:

Applicants will be considered for readmission based on compliance with the following criteria:

1. Request in writing for readmission.
2. Meet all of the requirements listed under Regular Program.
3. Meet all of the requirements listed under Policy for Readmission of Students.
4. Be interviewed by the Readmission Committee when requested.
5. Readmission may be denied, based on objective data regarding the individual applicant.

POLICY CHANGE:

Faculty reserves the right to change policies as necessary and written notification to the students and applicants approved for admission is sufficient to effect policy change.

ADMISSION OF RETURNING, TRANSFER AND TRANSIENT STUDENTS

RETURNING STUDENTS

Former Hinds Community College students not in attendance during the semester prior to the one to which they seek admission or those who withdrew during the preceding semester must file an application for admission in the District Office of Admission and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Community College, a transfer student must fulfill the following:

1. File an application for admission in the District Office of Admissions and Records.
2. File an official transcript from the college last attended. An official transcript is one sent directly from the last college attended to Hinds Community College reflecting the college seal and the signature of the school official, and
3. Be eligible for immediate readmission to the college last attended.
4. Submit proof of immunization. (See immunization policy)
5. Submit copy of ACT scores.

Transfer students will enter Hinds Community College with the same status as they would the college last attended.

Transfer students must have their transcript in the District Office of Admissions and Records prior to registration.

Courses and credit will be accepted up to 48 semester hours at face value as they correspond to the curriculum of Hinds Community College, provided they are earned at a state and/or regionally accredited institution.

TRANSIENT STUDENTS

Transfer students who wish to attend a summer session at Hinds Community College and then re-enter the college last attended the next regular session may do so by:

1. Filing an application for admission in the District Office of Admissions and Records, and
2. Filing an official transcript or letter of good standing in the District Office of Admissions and Records.
3. Submit proof of immunization. (See immunization policy.)
4. Submit copy of ACT test.

Students should also secure permission from the dean of the school to which they will return to ensure that the earned credit from Hinds Community College will be accepted.

Should a transient student choose to re-enter Hinds the semester after summer enrollment, the student must file an official transcript in the District Office of Admissions and Records.

ADMISSION OF FOREIGN STUDENTS

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the Hinds Community College placement test, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

The following materials must be in the District Office of Admissions and Records AT LEAST 60 DAYS before the beginning of the semester in which admission is desired:

1. File an application in the District Office of Admissions and Records.
2. Submit to the District Office of Admissions and Records a certified original copy of all high school and/or college transcripts of previous credits earned.

3. Submit proof of immunization. (See immunization policy)

The following materials must be in the District Office of Counselor for Foreign Students AT LEAST 60 DAYS before the beginning of the semester in which admission is desired.

1. Scores on entrance tests
2. Affidavit of support
3. TOEFL scores

Students applying for transfer from institutions in the United State must secure the Immigration Form I-20-A-B from Hinds Community College to present to the foreign student adviser at the previous school. That official will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

ADMISSION APPROVAL

Upon completion of admission requirements, prospective students will be notified of their admission status and given information concerning placement tests and registration procedures. Admission approval is one of three types:

1. Regular — Indicates that a student has fulfilled satisfactorily all admission requirements.
2. Conditional — Indicates that part of the prospective student's admission requirements have not been completed and that the student has been admitted pending receipt of the necessary information. Failure to clear admission deficiencies may result in the termination of a student's enrollment. Veterans who intend to utilize G.I. Bill should contact the veterans service office. Students who intend to receive any type of federal student financial aid cannot be admitted to the College under this status.
3. Unclassified —

ADVANCE REGISTRATION

Advance Registration will be held at all locations of Hinds Community College. (See registration schedule for dates and times at each location.) Students will be registered on a first come-first serve basis. Before being allowed to register during advance registration, students must have an application on file in the District Office of Admission and Records and must clear all admission requirements. Transfer students must have an official transcript from their former college on file in the District Office of Admissions and Records before being allowed to register. Students should contact the Counseling Office of the location they plan to attend for course advising and scheduling. Students may pay fees at advance registration or they may be billed, but fees must be received in the Business Office by the date published in the fall, spring, or summer **Schedule of Classes.**

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. A student must withdraw by the date published in the Schedule of Classes to receive a refund.

Students who have advance registered, did **Not** pay tuition and are unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he/she will not be attending classes. This must be done immediately upon receiving the billing so that he/she can be removed from classes.

REGISTRATION NOTICE

1. Any class or section listed in Schedule of Classes for which 10 or fewer students have registered is subject to cancellation without advance notice.
2. While every effort will be made to avoid them, instructor and/or room change may be made without advance notice.

RESIDENT REQUIREMENTS

Hinds Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws enacted by the Mississippi Legislature. The College's district includes the following supporting counties: Claiborne, Copiah, Hinds, Rankin, and Warren.

Residence of a minor

The residence of a person less than twenty-one years of age is that of the father. After the death of the father, the residence of the minor is that of the mother. If the parents are divorced, the residence of the minor is that of the parent who was granted custody by the courts; or, if custody was not granted, the residence continues to be that of the father. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death unless the minor lives with a legal guardian of his person duly appointed by a proper court of Mississippi, in which case his residence becomes that of the guardian.

Residence of an adult

The residence of an adult is that place where he is domiciled, that is the place where he actually, physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

Moving of parents from District or State

If the parent of a minor who is enrolled as a student at a junior college moves their legal residence from the district or State of Mississippi, the minor is immediately classified as a non-district or out-of-state student.

Twelve months of residence required

No student may be admitted to any junior college as a district student or residence of Mississippi unless his residence, as defined herein above has been in the district or State of Mississippi for a continuous period of at least twelve months immediately preceding his admission.

Residence in an educational institution can be counted

A student who has lived within the state for 12 months following his twenty-first birthday may establish residence in his own right by showing that he is living in the state with the intention of abandoning his former domicile and remaining in the State of Mississippi permanently, or for an indefinite length of time.

Residence Status of a married student

A married student may claim the residence status of the spouse, or may claim independent residence status under the same regulations set forth above as any other adult.

Children of parents who are employed by the college

Children of parents who are members of the faculty or staff of the college may be classified as residents without regard to the residence requirements of twelve months.

Military personnel assigned as active duty stationed in district or State

Members of armed forces on extended active duty stationed within the district or state except those assigned for educational purposes only, may be classified as in district or state residents, without regard to the residence requirements of twelve months, for the purpose of attendance at the college. Resident status of such military personnel who ar not legal residents of district or Mississippi as defined under "legal residence of an adult" shall terminate upon their reassignment for duty in the continental United States outside the district or State of Mississippi.

Children of military personnel

Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending state-supported junior colleges of the State of Mississippi during the time that their military parents are stationed within the district or State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignments en route from district or from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their Military parents for duty in the continental United States outside the district or State of Mississippi excepting temporary training assignments en route from Mississippi.

Certification of residence of military personnel

A military person on active duty stationed at Hinds Community College or in Mississippi who wishes to avail himself or his dependents of these provisions must submit a certificate from his military organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in the district or in Mississippi on the date of registration at the state-supported junior college of the State of Mississippi; that the military member is not on transfer orders; and the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit or assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state-supported junior college of the State of Mississippi each semester at or within ten days prior to registration each semester for the provisions hereof to be effective.

ADVISEMENT FOR COURSE SELECTION

Academic counselors and vocational-technical counselors assist students in course selection and educational planning. Students choosing academic majors should seek course advisement through Academic Counseling while vocational and technical majors should be advised through the Vocational-Technical Counseling. If a student wishes, he or she may choose to be advised by a faculty member. However, all student **must** complete an advisement ticket with either a counselor or a faculty advisor prior to each registration period. Students who take advantage of Advance Registration will have the best selection of course times. Advance Registration and advisement occur in April, May, July, November and December. Open and late registration take place the few days prior to classes beginning each semester.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student seeking credit through Hinds Community College will indicate an intended major field of study on the initial application for admission and will make a formal declaration of his/her college major during the registration process.

CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to the Counseling Department for an evaluation of previous completed course work and for course advising for the new major. Students should

recognize that changing majors could result in having completed courses that will not apply to their new major. Even though students may change their major any number of times, they would be well advised to follow the procedure explained in the preceding sentences.

Veterans should be vary careful in changing their major because they are allowed no change without counseling at the V.A.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

Hinds Community College abides by the Family Educational Rights and Privacy Act of 1974 (P. E. 93-380) as amended (P. L. 93-568), also known as the Buckley Amendment.

Hinds Community College declares all their students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

FINANCIAL INFORMATION

On the day of open registration, all fees are to be paid in full. Any student who registers for 12 semester hours or more and later drops below 12 semester hours, his/her fees will be recalculated on a part-time basis. The part-time cost, in most cases, will be higher than the full-time cost.

A $20.00 return check fee will be charged to any student who writes a check that is not good.

Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from the amount.

EXPENSES
(ALL COSTS SUBJECT TO CHANGE.)

Tuition and Fees:	$ 20		Registration fee payable at time of registration.
	280		Per semester for full-time day enrollment (12-19 hours. Evening classes assessed separately and all hours over 19).
	35		Per semester hour for part-time students.
	35		Per semester hour for evening classes.
	612		Per semester additional tuition fees for full-time out-of-state students plus $280 regular tuition fees.
	1,620		Per semester additional fees for full-time out-of-country students, plus $280 regular tuition fees.
	80		Per semester hour for out-of-state students.
	172		Per semester hour for out-of-country students.
	25		Late Registration fee.
	7		Fall parking decal.
	6		Spring parking decal.
	5		Summer parking decal.
	15		Yearbook, student (optional).
	18		Yearbook, faculty/staff
	5		Per course transaction, drop and/or add (No fee charged for schedule changes before the semester begins)
	35		Graduation fee (Paid by each student who qualifies for and is awarded a diploma or certificate. Each additional certificate will be an additional $15.00 charge.)
Housing			RAYMOND CAMPUS AND UTICA CAMPUS
	$ 290		Per semester for an air-conditioned residence hall.
	50		A one-time reservation security deposit must accompany application for campus housing.
Meals			RAYMOND CAMPUS AND UTICA CAMPUS
	$ 390		Per semester for a 7-day, 3-meal-a-day ticket.
	330		Per semester for a 5-day, 3-meal-a-day ticket.
	309		Per semester for a 5-day, 2-meal-a-day ticket.
	71		Commuter meal ticket 5-day, 1-meal-a-day (30 meals)

Transportation	$	80	Per semester for bus transportation, payable with other fees.

Bus Transportation: Bus transportation is available to students who are enrolled in a program of study at the Utica Campus only.

PAYMENT BY MASTERCARD AND VISA

Hinds Community College will accept both MasterCard and Visa for the payment of student tuition and fees.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers check, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, or room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Community College in payment for fees, tuition, or room and board is returned by the bank as non-negotiable, the fees, tuition, or room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a fee of $20.00 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus a $20.00 fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the $20.00 fee when notified by the Business Office of Hinds Community College may be removed from all classes and housing.

REFUND POLICY

TUITION, FEES AND REFUND POLICY: In order to be eligible for a refund, students must complete an official withdrawal form in the appropriate counseling office.

The registration fee will not be refunded unless class is cancelled.

Late registration fees, when assessed, will not be refunded.

Course fees paid for a class which is cancelled by administrative action may be transferred for another class or refunded 100%.

DAY AND EVENING CLASSES:	See current **Schedule of Day and Evening Classes** for specific dates and refund percentages.
Veterans:	The College will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a Veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.
Vocational Students:	Students who register for two or more sequential courses within the same semester and withdraw from school during the semester will receive a full refund for the courses not yet begun. If the student starts class, then withdraws, the regular policy will apply.
Other Fees:	Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, etc., are not refundable.
Room:	75% before sixth day 50% before eleventh day 0 after eleventh day
Meals:	A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office.

COLLEGE REGULATIONS

ATTENDANCE — WITHDRAWAL POLICY

ATTENDANCE

The following policy applies to regular academic, technical and vocational credit programs. It does not apply to non-credit or continuing education activities. Some programs in Allied Health, vocational fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

Instructors will make certain that all students have written copies of all attendance-withdrawal policies which apply to their courses.

All instructors will take roll at each class meeting and will maintain an attendance record on each student. Unexcused absences will be recorded with an "a". Excused absences will be recorded by circling the "a". Tardies will be recorded by drawing a line through the "a".

EXCUSED ABSENCES

Hinds Community College recognized two types of excused absences: those for personal emergencies and those for official school activities.

Student absences may be excused by the instructor for personal emergencies such as illness, illness or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instrucors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to provide the instructor with the Official Absence Notice. A student will be allowed to make up the class or laboratory work that was missed during an official absence. An official atsence will be indicated by drawing an x through the "a" and will not be reported as an absence on a student's record or grade report.

UNEXCUSED ABSENCES

All absences not due to personal emergency or official school activities are unexcused.

EXCESSIVE UNEXCUSED ABSENCES

Students who compile excessive unexcused absences at any time during a semester will be immediately dropped by the instructor with the grade of "F".

Excessive unexcused absences are defined as follows:

1. Fall and spring semesters day or evening class, the number of times that the class meets in one week plus one based on a full semester length course.
2. Summer session—day class, 2 days per 4 week term; 4 days per 8 week term.
3. Summer session—evening class, the number of times the class meets in one week.

EXCESSIVE ABSENCES PROCEDURE OF NOTIFICATION

All instructors will take roll at each class meeting and will maintain an attendance record on each student. All instructors will make certain that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the **College Catalog** and **Student Handbook**.

At any time during a term until five (5) working days before the first day of final exams (3 during the summer), all instructors will drop a student with a grade of "F" as soon as the student has accumulated more than the allowed number of personal emergency absences, unless the absences have been extended for valid reasons.

To drop a student, the instructor will send a "Drop for Excessive Absences" form to the Dean of Students/Director/Coordinator that he/she has been dropped from class with an "F" for excessive absences. The Dean of Students/Director/Coordinator will advise the Office of Financial Aid and Veterans' Affairs of the last day of attendance on any student receiving financial aid or veterans benefits who is dropped for excessive absences. The student will have seven (7) calendar days from the date of the letter to contact the instructor who may rescind the drop and, in turn, notify the Office of Financial Aid and Veterans' Affairs of this decision.

APPEALS

The Dean of Students/Director/Coordinator after consulting with the instructor, may approve the extension of the allowed number of personal emergency absences for a student who has an extreme emergency. Appeals should be directed to the Dean of Students/Director/Coordinator. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F". No class may be dropped after five (5) working days before the final exams begin (3 for summer).

TARDIES

Failure to report to class within five minutes after the class has begun constitutes a tardy. Three tardies constitute one absence. Students more than 15 minutes late for class will be marked absent.

WITHDRAWING FROM A COURSE

Before considering withdrawing from a course, a student should be aware of the following information if it pertains to him/her:

1. Students receiving Financial Aid, Veterans Benefits, Scholarship, or GSL Loan should note that dropping a course(s) may lower benefits, stop benefits, or cause repayment to be due immediately.
2. Students must maintain full-time enrollment (12 hours or more during fall and spring) to live in a residence hall.

When a student replaces one course with another course, the original course will be purged from his/her record. When the College officials cancel a course, the course shall be purged from his/her record.

By contacting the instructor, a student in a day class may withdraw from the class and receive a grade as specified below. A student in an evening class may withdraw from the class during the times indicated below by contacting the instructor or a Counseling Office.

1. Fall and spring day and evening classes.

A student's record of performance begins with the second week of classes. The second week through mid-term week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the ninth week and up to five working days before the first day of the final exam schedule. The grade will be "W" if the allowed number of absences has not been exceeded; otherwise the grade will be "F".

2. Summer session four week and eight week day classes.

   A student's record of performance begins with the third scheduled class. The third class through the eleventh class, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the eleventh day and up to 3 working days before the start of the final exam schedule. The grade will be "W" if the allowed number of personal emergency absences has not been exceeded; otherwise, the grade will be "F".

3. Summer session evening classes.

   A student's record of performance begins with the second scheduled class. The second class through the fourth week, a student cannot withdraw from a class except by withdrawing from school. A student may withdraw from a class between the fifth week and up to three working days before the start of the final exam schedule. The grade will be "W" if the allowed number of personal emergency absences has not been exceeded; otherwise, the grade will be "F".

WITHDRAWAL FROM COLLEGE

To withdraw from the College at any time prior to five working days before the first day of final exams for day/evening during a regular semester (3 during the summer), a student must contact a counselor who will initiate the withdrawal. The grade given at the time of withdrawal from the College will be "W" in all classes in which the student has not been dropped for excessive absences. It is the responsibility of the student to complete and return the Withdrawal Form and his/her ID to the Counseling Office within three working days.

Students who have advance registered, did NOT pay and unable to attend classes must mail the tuition billing notice back to the Business Office with a statement indicating that he or she will not be attending classes. This must be done immediately upon the billing so that he or she can be removed from classes.

Students who have advance registered, paid tuition and are unable to attend classes should contact the appropriate Counseling Office to officially withdraw from school. **Students must withdraw before the first day of classes to receive a 100% refund.**

SCHOLASTIC PROBATION AND SUSPENSION

Students will be placed on scholastic probation if a 1.5 quality point average is not maintained. After two successive full fall or spring semesters below 1.5, a student will be placed on scholastic suspension for one full semester.

Full-time students who have been placed on scholastic suspension at the end of the **spring semester** may gain re-admission for the upcoming fall semester by earning 6 semester hours and a 2.0 quality point average during the summer sessions at Hinds Community College. Those suspended students who do not take 6 hours during the summer session or who take 6 hours but do not earn a 2.0 average on these hours must wait a full semester to be eligible for re-admission and will be re-admitted on scholastic probation. The 6 hours must be earned at Hinds Community College.

Full-time students who have been placed on scholastic suspension at the end of the **fall semester** are eligible for re-admission **only after** remaining out of the College for a full semester. These students will re-enter school on scholastic probation.

Part-time students who have been suspended for scholastic reasons may gain re-admission by earning a 2.0 quality point average on 6 semester hours.

Students who were placed on scholastic probation or suspension at the end of their last semester of enrollment and who have not been enrolled in the College for one or more semesters will be re-admitted to the College on scholastic probation. Those students who are re-admitted on scholastic probation must earn a minimum quality point average of 1.5 on 6 semester hours or more at the end of the initial returning semester. Failure to do so will result in scholastic suspension.

VOCATIONAL STUDENT PLEASE NOTE: In cases where programs are organized in terms of less than a semester in length, each such term shall be treated as a semester for the purpose of determining scholastic probation and suspension.

Students who have been previously placed on scholastic probation and have not achieved a 1.5 quality point average for the current term will be placed on scholastic suspension for one term.

Auditing a Course

All students auditing courses must meet all admission requirements.

A student who wishes to take a credit course for no credit must at the time of registration, register for the course as an audit, complete the audit form and pay the regular fee.

The audit student will receive no credit, no quality points, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

The auditing a course should not be confused with repeating a course to raise a grade.

Classification of Students Who Receive Credit

Classification of students who receive credit at Hinds Community College is as follows:

Freshman: a student who has earned fewer than 27 semester hours of college credit

Sophomore: a student who has earned 27 or more semester hours of college credit

Full-time student: a student who is enrolled in 12 or more semester hours in a given semester or a pro-rata share thereof for less than semester length courses

Part-time student: a student who is enrolled in less than 12 semester hours in a given semester or a pro-rata share thereof for less than semester length courses

Unclassified student:

COLLEGE CREDIT BY EXAMINATION

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP SUBJECT tests, students may receive credit for college-level knowledge which they already possess.

Hinds Community College does not administer the CLEP tests.

Students who have not earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations:

(1) A maximum of 6 hours may be earned from each group listed below:

Group #1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223
Group #2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group #3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Principles of Economics I	ECO	2113
	Educational Psychology	EDU	2543
	Sociology, Introduction	SOC	2113
	Psychology, General	PSY	1513

(2) A maximum of 18 hours of CLEP **subject** examination credit will be accepted by Hinds Community College. Credit will not be given for the **general** examination.

(3) The subject examination scores must be at or above 45 total.

(4) A student must earn 12 hours at Hinds Community College before CLEP credit may be recorded on the student's transcript.

(5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

VOCATIONAL CREDIT

By a challenge exam a student enrolled in a vocational program may receive credit for former work or study. A maximum of 50% credit, not to exceed 30 semester hours, may be earned unless prohibited by state or federal regulations.

Certified Professional Secretary

Upon obtaining the Certified Professional Secretary rating and completing 12 hours of credit through Hinds Community College, credit may be awarded for all of the following courses that have not been previously completed or posted by transfer.

ACC	1213	Principles of Accounting I	3 hours
ACC	1223	Principles of Accounting II	3 hours
BAD	2413	Business Law	3 hours
ECO	2113	Principles of Economics	3 hours
TRS	1133	Industrial Psychology	3 hours
TBT	1123	Intermediate Typing	3 hours
TBT	2613	Business Communication	3 hours
TBT	1223	Intermediate Shorthand	3 hours

TBT	2113	Advanced Typing	3 hours
TBT	2713*	Secretarial Practice	3 hours
TBT	2733	Office Management	3 hours
			33 hours

*Credit for either TBT 2423 (Legal) or TBT 2443 (Medical) may be substituted for this course.

Professional Legal Secretary Certification

Upon obtaining Professional Legal Secretary (PLS) certification and after completing 12 semester hours of credit through Hinds Community College, credit may be allowed for all of the following courses that have not been previously completed for credit or posted by transfer.

TRS	1133	Industrial Psychology	3 hours
TBT	1113	Elementary Typewriting	3 hours
TBT	1313	Records Management I	3 hours
TBT	1433	Secretarial Accounting I	3 hours
TBT	1123	Intermediate Typewriting	3 hours
TBT	1213	Elementary Shorthand	3 hours
TBT	1223	Intermediate Shorthand	3 hours
TBT	2423	Legal Office Procedures I	3 hours
TBT	2613	Business Communications	3 hours
TBT	2733	Office Management	3 hours
			30 hours

The Professional Legal Secretary (PLS) examination is given twice a year and covers written communication skill and knowledge, human relations and ethics, secretarial procedures and office management, accounting, legal terminology and techniques and legal secretarial skills and exercise judgment. Hinds Community College - Sunset Drive Center is a permanent testing center for the PLS Examination for Mississippi.

Advance Placement

Hinds Community College will award credit for scores of 3 or higher on the AP Examinations administered by the College Entrance Examination Board. This policy is subject to the following restrictions:

1. A student must earn academic credit from this institution before credit earned through AP Examination will be recorded on his permanent record. The minimum residency requirement will be 12 semester hours.
2. The total amount of credit awarded for all non-classroom experiences is limited to 30 semester hours.
3. AP credit will be for specific Hinds Community College courses; however, the student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average.
4. AP credit will be awarded only in subject matter areas that are taught by Hinds Community College.

DEGREES OFFERED

Associate in Arts Degree

Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Community College to senior colleges and universities.

Associate in Applied Science Degree

Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Community College.

Associate Of Applied Science in Occupational Education Degree

Conferred on vocational students who: (a) complete the vocational certificate in their particular specialty; (b) are admitted as a degree seeking student; and (c) complete the general and related studies program outlined as follows:

GENERAL & RELATED STUDIES	**SH**
English	6
Mathematics and/or Science	6
Social Science	3
Academic and/or Technical Electives	9
Academic, Technical and/or Vocational Electives (approved)	8
	32
VOCATIONAL SPECIALTY	
Vocational Specialty	32

NOTE: In order to be eligible to receive the associate degree, vocational majors must have also completed the requirements for the vocational certificates in their particular specialty.

Certification of Completion

Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs at Hinds Community College.

REQUIREMENTS FOR GRADUATION

A student may meet the requirements for graduation by complying with any of the following. Graduation exercises will be held in the fall and spring.

1. Select a specialized field of study and follow the curriculum which is outlined for it in this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree, which are given in the "Academic Programs of Study" section of this catalog.
3. Follow the general requirements for the Associate in Applied Science Degree, which are given in the "Technical Programs of Study" section of this catalog.
4. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester proceeding graduation) to which the student will transfer.
5. Application for graduation may be completed at any location finance office or the Office of Admissions and Records not later than the fourth week of the semester.

NOTE TO STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See the "GRADES" section of these regulations for point average.)

Physical Education Requirements - Jackson Campus and Branch Operations

Until such time as the Jackson Campus and Branch Operations offers physical education courses that will meet the specified graduation requirements for various programs, these specific requirements need not be met. This waiver will have no influence on the total number of hours required.

Application For Graduation

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Community College must make formal application for a specific degree within the first four weeks of the semester and pay graduation fees at that time. Appropriate application forms are provided for this purpose in the District Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Community College. Requirements, however, may not be divided between the two.

The graduation fee covers the cost of diploma, cap, gown, and standard junior college scholastic hood. This fee must be paid whether or not the student participates in the formal exercises.

GRADES

MID-SEMESTER AND SEMESTER OR FINAL GRADES

At mid-semester and at the end of the semester, the academic performance (grades) of students in each course is reported by the instructor. Mid-semester grades and semester grades are mailed to the students. The semester grade reports become a part of the student's permanent record. Mid-semester grades are used only to inform students of their progress in class. However, in cases where a course is completed in the first half of the semester, the mid-semester grade is a final grade and is recorded as such.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final exam and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before mid-semester of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent. Students who are absent from a final examination without the approval of the instructor will receive a course grade of "F"

Exemption From Final Examination

Sophomores who are actually taking a diploma at the end of the current semester are exempt from the final examination in any subject in which they have achieved an average grade of "B" or better through the last day of class prior to examination.

GRADING SYSTEM

Courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value Per Sem. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course

Continuing Education Units (CEU) are awarded for some courses. These courses are generally graded according to the following system:

Grade	Interpretation	Credit
P	Pass	1 CEU per 10 clock hours
W	Withdrawal from course	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour credit. Continuing Education Units credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

WITHHOLDING OF GRADES

Normally, final grades for academic, technical and vocational students are mailed at the end of each semester. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

"I" INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's responsibility to notify the instructor and to arrange with the instructor a method of completing course requirements by mid-semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and an (F) failing grade have the same effect on a student's quality point average. A student may appeal a grade for just cause no later than the 9th week of the succeeding fall or spring semester after the grade was given.

"IP": IN-PROGRESS GRADES

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete course work during the following semester (excluding summer school).

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted.

For example:

ENG	1113	3	Sem. Hr. Credit	Grade A	(4 points)	=	12
MAT	1313	3	Sem. Hr. Credit	Grade B	(3 points)	=	9
HIS	1113	3	Sem. Hr. Credit	Grade C	(2 points)	=	6
BIO	1514	4	Sem. Hr. Credit	Grade B	(3 points)	=	12
HPR	1111	1	Sem. Hr. Credit	Grade B	(3 points)	=	3
Sem. Hr. Attpt. = 14					Total Quality Points	=	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Community College with a quality point average of 4.0 are graduated with "Highest Honors". Students graduating with a quality point average of 3.6 - 3.9 are graduated with "Special Honors". Students graduating with a quality point average of 3.2 - 3.5 are graduated with "Honors". The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Community College.)

HONOR ROLL, HONORS, DISTINCTIONS, AND AWARDS

Awards Day is held in the spring semester for the purpose of presenting various awards (certificates, medals, cups, trophies, etc.) to students for outstanding achievements and/or accomplishments in all areas of college life.

A Dean's Scholar is a student who has maintained a 3.5 quality point average with an accumulation of twelve or more semester hours; or a 3.5 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

A President's Scholar is a student who has maintained a 4.0 quality point average with an accumulation of twelve or more semester hours; or a 4.0 quality point average has been earned on twelve or more semester hours for the semester immediately preceding.

SUMMER SCHOOL

Hinds Community College operates day classes in two 4-week sessions and evening classes in one eight week summer session. An academic load in excess of twelve hours during the summer session must be approved by the Department of Counseling.

ACADEMIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be submitted on the proper form to the Local Student Affairs Committee. These forms are available at the counselors, deans, or directors' offices. Each appeal will be considered on its merits.

REPEATING A COURSE

A student can receive semester hour credit for a course only one time. However, a student may repeat a course in which credit has been earned to attempt to better the quality of the work (raise the grade). In such cases the higher grade will prevail.

A student who repeats a course(s) and earns a higher grade in the repeated course(s) must make a written request to the Director of Admissions and Records to have the higher grade replace the lower grade.

RESIDENCY REQUIREMENTS

Transfer students must complete their last 12 semester hours in residence in order to receive a diploma from Hinds Community College.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The recommended maximum number for a student on scholastic probation is 14. A student less than 12 hours is classified as part-time.

Vocational students may take additional course work beyond their regular program provided the vocational adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Community College give careful consideration to taking a reduced number of hours.

TRANSCRIPTS

Students who have met all admission requirements and business office obligations and have completed a semester at Hinds Community College are eligible to request a transcript. Transcript requests must be in writing. A fee of $2.00 is charged for each transcript. A twenty-four hour processing period is necessary after the Records Office has received the transcript request.

DISCIPLINARY PROCEDURES

I. PURPOSE OF REGULATIONS

The underlying principles of College regulations enable the College to operate as a public institution of higher education in a manner consistent with ideals of taxpayers of the five supporting counties and State of Mississippi and for the purpose of freedom from interference with the educational process.

In order to insure appropriate standards of conduct are maintained by students, the college administration and faculty are encouraged to take individual initiative with students which will reduce the likelihood of more serious problems. The small routine instances of misconduct which occasionally occur in the class or other group activity are the responsibility of the instructor or person in charge. Appropriate remedies generally include: stating clearly the accepted conditions of conduct, setting a proper example, appropriate verbal and/or written reprimands, and referring the student to the counselor, dean or director for counseling and discussion of this matter.

II. STUDENT OBLIGATION

Hinds Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives and activities. It is important that each student become aware of and abide by the regulations published in the **Student Handbook.** It is also important that members of the college community be willing to confront violations and the infringement of another's rights by filing complaints with Campus Security, the Housing Office, or the Dean of Students/Director/Coordinator.

Since the entrance of the first freshman class in 1922, students of Hinds Community College have observed rules of student conduct. All students enrolling at a campus, branch, or center of Hinds Community College are expected to become familiar with the policies of the District and conform to the standards of conduct contained in this document. Students who fail to observe these standards of conduct will be referred to a Disciplinary Committee or an Administrative hearing for appropriate action.

III. AUTHORITY FOR ENFORCEMENT

The Dean of Students/Director/Coordinator is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Students/Director/Coordinator by the appropriate vice president via the President of the College, who has ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Students/Director/Coordinator either refers all student discipline to a local Disciplinary Committee for its decision and disciplinary action or handles the disciplinary problem through an administrative hearing.

Prosecution in civil court for a violation of law does not necessarily preclude College disciplinary action. Whether or not it is deemed appropriate and necessary for the College to take disciplinary action will be determined by the Dean of Students/Director/Coordinator.

Prompt and decisive action may be taken by the Dean of Students/Director/Coordinator with the approval of the appropriate Vice President in extreme cases before there is an opportunity to conduct a hearing, as in cases which a student's continued presence on either a campus or on a branch campus or a center constitutes an immediate threat or injury to the well-being of property or members of the college community, or to the proper and orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against him/her.

All rules and regulations set forth in College publications are applicable only to full time and part-time postsecondary students enrolled at a campus, branch or center operated by Hinds Community College.

Students and others are informed of the current College regulations for governance of students through publications in the College **Catalog** and the **Student Handbook.** Changes in regulations which do not coincide with the printing of the **Catalog** or **Student Handbook** will be published in the student newspaper, the **Hindsonian** and **The Maroon and Gold Flash,** prior to enforcement of the new regulations.

IV. DISCIPLINARY AND APPEAL COMMITTEES

A. **Local Disciplinary Committees** function to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct. Local Disciplinary Committees are appointed by the appropriate Vice Presidents of the campuses and branches. One shall be appointed for each of the following: Raymond, Jackson (Sunset and UVC jointly), Utica, Jackson (NAHC), Rankin, Vicksburg/Warren County. Each committee shall consist of the following membership: six (6) students and eight (8) employees. A total of five must be present to conduct a hearing, two of whom should be students.

B. **Residence Hall Disciplinary Committee** may be used with the written permission of the President to handle violations by resident students which occur in the residence halls and surrounding grounds area. The ASG President, the Dean of Students, and the Director of Residence Life shall recommend six (6) male and six (6) female residence students to serve on the Residence Hall Disciplinary Committee. A minimum of five (5) and a maximum of seven (7) students shall hear each case. This board will be a non-voting advisor to the board. The Dean's Office will assign cases to the committee. This decision is based on type of infraction, location of infraction, professional assessment of behavior, current disciplinary status, and case load of councils.

C. **Traffic Appeals Committee(s)** (Students) A Traffic Appeals Committee may be appointed at each campus, branch, or center, by the Student Government President as defined in the local constitution. Appointments shall be approved by the appropriate student Senate and Dean of Students. This committee works jointly with Campus Police. A campus policeman or the Director of Student Activities shall be present at each hearing to serve as a non-voting advisor. Minutes of each meeting shall be filed with the Campus Police Chief and the Dean of Students/Director. (Use form entitled Request to Appear Before Local Student Affairs Committee.)

D. **Local Appeals Committee(s)** shall be appointed by the appropriate campus Vice President and given to the Vice President of Student Administrative Services. This committee shall rule on scholastic/instructional and Financial Aid matters as defined by policy. (Use form entitled Request to Appear Before Local Student Affairs Committee.)

E. **District Discipline Appeals Committee** shall be appointed by the Vice President for Student Administrative Services. It shall be the appellate body for Administrative Hearings, Local Discipline Committees, Residence Hall Discipline Committee, Traffic Appeal Boards. The Committee shall be chaired by the District Dean of Students and shall be composed of two District employees and one person from each location (7 persons). Three persons may serve on an appeal case. The appeal results shall be communicated to the appropriate vice president. (Use form entitled Disciplinary Appeal or request to appear before local Student Affairs Committee.)

V. VIOLATIONS AND DEMERIT SYSTEM

Following each violation are the demerits or range of demerits which will be used by each campus and branch.

The accumulation of fifteen (15) demerits for one offense or several offenses at one time or over a period of time means suspension from school and/or the residence hall for one semester or more as decided at the hearing.

A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the college. (See instructional section of **Student Handbook** for full statement) (Demerits: 5 minimum - 15 maximum)

B. Writing bad checks, alteration or misuse of college documents, records, or identification. (Demerits: 5 minimum - 15 maximum)

C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other college activities including public functions, or other authorized activities. (Demerits: 5 minimum - 15 maximum)

D. Physical abuse or flagrant disrespect of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person. (Demerits: 5 minimum - 15 maximum)

E. Theft of or damage to property of the college or a member of the college community or of a campus visitor. This also applies to property of recognized student organizations, as well as, visitors and companies doing business on any campus or branch. (Demerits: 5 minimum - 15 maximum)

F. Unauthorized entry to or use of college facilities. (Demerits: 5 minimum - 15 maximum)

G. Violation of college policies or of campus regulations, including the registration of student organizations. (Demerits: 5 minimum - 15 maximum)

H. Use, possession, under the influence of, or distribution of alcoholic beverages, barbiturates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethlamide (LSD). (Demerits: 8 minimum - 15 maximum)

I. Violation of rules governing the residence in college owned or controlled property will result in the assessment of the following range of demerits. Accumulation of 13 demerits for one or several violations will result in removal from campus housing.

1. Violation of quiet hour policies adopted by each building. Unusually loud noise is prohibited at all times. (4 minimum - 10 maximum demerits)
2. The throwing of any bottle, cans, toilet tissue, water, etc., from within or about the residence halls. (4 minimum - 10 maximum demerits)
3. Burning of any type of material within the residence hall, this would include incense and candles. (5 minimum - 15 maximum demerits)
4. Collection or display of wine, whiskey, beer containers, or drug paraphernalia. (4 minimum - 10 maximum demerits)
5. Unathorized guest of the opposite sex (13-15) or same sex (5-10) within the residence halls. This area would include all walkways, stairways and rooms.
6. Violation of campus curfew. (4 minimum - 10 maximum demerits)
7. Storage of bikes or motor vehicles of any kind. (4 minimum - 10 maximum demerits)
8. Possession of pets of any kind. (4 minimum - 10 maximum)
9. Unclean or unsanitary conditions within one's room. (4 minimum - 10 maximum demerits)
10. Attachment of outside aerials or unauthorized attachment to TV cable. (4 minimum - 10 maximum demerits)
11. Damage to any furnishing or to any part of a residence hall room. (Pay and/or 4 minimum - 13 maximum demerits)
12. Possession of an unauthorized electrical appliance. (4 minimum - 10 maximum demerits)
13. Unathorized use of exit doors. (4 minimum - 10 maximum demerits)

J. Disorderly conduct, including drunkenness, or lewd (vulgar), indecent (offensive manner/morals), licentious (lacking moral or sexual restraint), or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions. (Demerits: 5 minimum - 15 maximum)

K. Failure to comply with directions of college officials acting in the performance of their duties. (Demerits: 5 minimum - 10 maximum)

L. Unauthorized use or possession of firearms, guns, and other deadly weapons. (Demerits: 15 minimum - maximum)

M. Gambling in any form. (Demerits: 5 minimum - 15 maximum)

N. Failure to pay indebtedness to the college. (Demerits: Pay and/or 0 minimum - 15 maximum)

O. Setting of, or adding to, unauthorized fires on college property or unauthorized use of possession of fireworks. (Demerits: 5 minimum - 15 maximum)

P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violation may be referred to the Disciplinary Committee for action. (Demerits: Pay and/or 5 minimum - 10 maximum)

Q. Failure to have I.D. Card on one's person at all times when on college property and outside the dormitory to which the student has been assigned by the college. This also applies to other HCC students who are domiciled elsewhere. (Demerits: 5 minimum - 10 maximum)

R. Violations of the law of federal, state, and local governments. (Demerits: 5 minimum - 15 maximum)

S. Violations of clinical affiliations' rules and regulations. (Demerits: 5 minimum - 15 maximum)

T. Public profanity. (Demerits: 5 minimum - 15 maximum)

U. Creating a public distrubance by the use of portable radios, automobile radios, stereos, musical instruments, public address systems, or shouting is strictly prohibited. All activities involving amplified sound must be approved by either the Dean of Students or the Director of Student Activities or be an official function of the college. (Demerits: 5 minimum - 15 maximum)

V. Pulling of a fire alarm in any building; a false verbal or written fire report, emergency report, or bomb threat to any person at the college or to an official agency. (Demerits: 5 minimum - 15 maximum)

VI. INVESTIGATION

The Campus Police Department serves as the primary investigation agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi. In college operated residence halls the Resident Directors, Residence Assistants and Director of Housing perform investigation duties and work jointly with Campus Police and the Dean of Students/Director/Coordinator. All employees are encouraged to teach students good behavior and to request investigation assistance and/or to file a disciplinary action report when the situation merits further action.

VII. DISCIPLINARY PROCEDURE

A. Notification of Charges and the Disciplinary Process

An investigation of any reported student misconduct will be made before charges are initiated by the Dean of Students/Director/Coordinator. Such charges will be referred to a Disciplinary Committee if the investigation results justify a charge.

Notification will specifically inform the student:

1. that he/she may bring witnesses to testify in his/her behalf at the arranged meeting.
2. that he/she has the right to legal counsel of his/her own choosing but that such counsel may not speak but participate only in an advisory capacity.
3. a brief summary of the nature of the charges and evidence to be presented during the hearing.

When a complaint is received, the student involved will be notified by the Director of Housing or the Dean of Students/Director/Coordinator of a conference or hearing. At this conference/hearing, the complaint is reviewed and the student will be assigned one of the following options:

1. Acknowledgement and admission of the violation, and request an informal hearing before the Dean/Director/Coordinator;
2. A formal hearing before a Disciplinary Committee.

B. Hearing Body

Infractions of residence hall regulations may be heard by the Dean of Students or assigned by the Dean of Students to the Residence Hall Disciplinary Committee or Director of Housing. All other cases will be heard by the Local Disciplinary Committee unless the accused elects to waive his rights to a formal hearing.

C. Procedure for Waiving Rights to a Formal Hearing

In the event a student desires to waive his/her right to a formal hearing before the Residence Hall Disciplinary Committee or the Local Disciplinary Committee, the student must admit guilt as charged and sign and date the proper form for this procedure. After the form to waive a hearing has been executed, the Dean of Students/Director/Coordinator will handle the case and impose punishment for the particular offense. A student who does not wish to accept the punishment imposed by the Dean of Students/Director/Coordinator may appeal to the District Disciplinary Appeals Committee for a reduced punishment. The question of innocence or guilt may not be appealed.

D. Procedures during Disciplinary Hearing

1. Hearing will not be open to the public.
2. A record of all hearings will be made on a tape recorder or written minutes, and the Chairman will provide a secretary to keep a written report of the meeting (Judicial Committee Hearing Report Form). Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after three years. Only those persons directly involved with a case may have access to the records pertaining thereto.
3. The hearing will be conducted in an orderly manner.
4. The accused will have an opportunity to be heard in his/her own defense, either by oral testimony or written affidavit. If the student fails to attend the hearing, the hearing shall proceed. If the student withdraws from the college after an offense, the hearing shall be held in their absence and the punishment shall be enacted. No recommendation for the imposition of a penalty may be based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based upon proof of violation of policies, rules, and regulation by the student accused.
5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony. The accused may present evidence in his/her own behalf, may reply to charges in his own words, and may present witnesses in his own behalf.

6. If a witness elects not to appear, an affidavit may be used.
7. The burden of proof will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.
8. The student's status at the college will not be altered pending final disciplinary action on the charges except as cited below. The student's right to be present on the campus/branch/center and to attend classes will not be suspended except for reasons relating to the safety and well being of himself/herself, other members of the college, or college property.

E. Findings and Recommendations

At the conclusion of the hearing the Chairperson of the Disciplinary Committee will prepare in writing their findings and recommendations (Disciplinary Hearing Report Form). These findings and recommendations will be submitted to the Dean of Students/Director within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the appropriate Vice President.

The Dean of Students/Director shall get the appropriate Vice President's signature of approval if penalities listed under VII. G. (2, 6, 7, 8) are imposed. If penalities 6, 7, 8 are imposed, a copy of the Judicial Hearing Report shall be sent to the District Dean of Students who will have restrictions placed in the student's file and appropriate holds placed in the computer. The District Dean of Students will coordinate with counselors and directors to determine when computer restrictions for disciplinary action may be removed.

F. Range of penalties by Residence Hall Disciplinary Committee or Administrative Hearing

The Residence Hall Judicial Committee or Director of Housing has the authority to recommend to the Dean of Students the following penalties and assign appropriate demerits as defined in the housing rules.

1. Written warning.
2. Enforce room change - one or more students would be required to move to another room within the same hall or to another hall.
3. Payment of damage cost - students would be billed to replace or repair damaged items.
4. Conduct probation for specified duration - this probation indicates that his/her behavior is unacceptable and violation of any college or residence hall policy could result in the increase of the duration of the conduct probation or the escalation to the disciplinary probation.
5. Disciplinary probation for specified duration - this indicates that the student is no longer in good standing with the college and that any violation of the college or residence hall policies could result in either the increased duration of the disicplinary probation or the recommendation that his/her status as a resident student be terminated.
6. Recommend removal from housing - this board would recommend that student(s) be removed from housing either permanently or for a specified duration.

G. Range of Penalties by Local Disciplinary Committee(s) or Adminstrative Hearing

The Local Disciplinary Committees and Administrative persons have the authority to assign the following penalties and demerits as defined in V. Violations and Demerit System.

1. Written reprimand.
2. Removal from the residence hall for specifically stated period of time.
3. Disciplinary probation for a specifically stated period of time.
4. Suspension with suspended sentence.
5. Suspension from the college, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the college.
6. Suspension from the college for a specifically stated period of time.
7. Suspension from the college for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the college.
8. Expulsion from the college for an indefinite period of time.

H. Appeals

A student may appeal a decision reached by any disciplinary committee or administrative hearing to the next highest council, and is so informed. Appeal consideration is based on one or more of the following reasons:

1. Inadequate opportunity to prepare defense;
2. Inadequate evidence to justify decision;
3. Sanction not in keeping with gravity of wrongdoing.

The appeal must clearly state the grounds for appealing the decision. The appeal will be referred to the District Discipline Appeals Committee by the District Dean of Students.

Appeal forms listing grounds for the appeal are available in the office of the Dean of Students/Director/Coordinator and must be completed within three days after decision. The appeal is forwarded to the committee, if the appeal is without merit, the appeal is denied. If the committee finds the appeal to have merit, the stu-

dent may or may not be asked to appear before the committee for a review. The President is the final appellate official and may be contacted in writing for further consideration.

I. Confidentiality of Student Discipline Files

For every student referred for disciplinary action to the office of the Dean of Students/Director/Coordinator, a disciplinary file is established. This file contains the reports of the incident, forms dealing with the incident, and all correspondence. These files are maintained for three years as a means of keeping up with the student's disciplinary status. While the files may be used for internal administrative purposes, they are not released to others outside the college.

In cases resulting in a written reprimand, college probation, suspension or expulsion, and residence hall suspension, the disciplinary file will be maintained as a discipline record. The record will be intact for the period of time stipulated. A discipline record means that information from the file may be released to employers, other academic institutions, or governmental agencies where the student authorizes release specifically in writing or the documents are subpoenaed. Information regarding lesser penalties is not released.

A student may review his disciplinary file with the Dean of Students/Director/Coordinator by making an appointment.

III
Student Services and Activities

PHILOSOPHY AND OBJECTIVES OF STUDENT AFFAIRS WORK AT HINDS COMMUNITY COLLEGE

The nature of American higher education places great emphasis upon developing the student as a completely educated "whole" person rather than upon simply promoting intellectual training alone. Such an emphasis has created a conscious extension of the learning environmnent beyond the classroom, and it is the student personnel professionals who bear the primary responsibility for facilitating the education which takes place in that milieu.

In promoting the Hinds Community College purpose and philosophy, student affairs should endeavor to establish rapport among all students and student groups, making each individual feel that he or she is an integral member of both the junior college community and of society as a whole. Accordingly, the various departments of student affairs should provide a means for complementing and supporting the academic, vocational, and technical programs. Workable strategies, techniques, and methods should be developed on a continuing basis to enhance and promote excellence in both intra-junior college and inter-junior college relations. Through student affairs, education should be viewed as an individualized, success-oriented system which is constantly being refined to meet both student and societal needs. To implement successfully this vitally important system, student affairs administrators function as:

EDUCATORS who operate in the challenging and relatively unstructured out-of-classroom setting. Student affairs professionals use activities, organizations, special developmental programs and interpretation of institutional and societal rules as tools in the total educational process.

PROVIDERS AND MANAGERS OF STUDENT SERVICES designed to facilitate the student's overall educational experience and to provide the type of special facilities for academic, vocational, and technical support activities which create an active and productive learning environment.

FACILITATORS OF THE MATRICULATION PROCESS who offer individual growth-oriented assistance to help students successfully progress through a multi-dimensional college experience.

The objectives of Hinds Community College Student Affairs are consistent with the Hinds Community College Aims and Purposes as cited in the **Catalog.** The objectives are also in keeping with the Southern Association for College Student Affairs Standards and the United Board for College Development, Inc.

The objectives of the Student Services/Development Program strive:

1. To develop and initiate practical guidelines through which students may achieve life goals which are socially desirable and individually satisfying to their lives.
2. To help students plan their lives so that their goals, which they have established, can be attained.
3. To help students improve their abilities to live with others so that they may promote their own development and their own worthy purposes effectively.
4. To help students experience the satisfactions that come from association with different kinds of people.
5. To prepare students so they may be partners with those who seek to help provide a better society in which to make a living.
6. To provide students with leadership opportunities which enable them to adjust creatively in their own development of life's goals, to recognize their limitations, their strengths, and to build upon their own peculiar powers and interests while becoming enriched and resourceful persons.

COUNSELING SERVICES

Counselors provide a variety of guidance and other helping services. Counselors assist students in choosing majors, careers, and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds and/or prospective senior college requirements.

Counselors are also available to help students with personal difficulties through individual counseling or to assist students in finding appropriate medical, social, or psychological services when this is a need.

A list of the major services that can be obtained through the counseling offices is given below. In addition to the above, the Academic Counseling Center at Raymond and the Utica Counseling Center provide the following services.

A. Academic advisement and education planning
B. Career exploration through Discover Computer Package, individual career counseling and through career classes
C. Comprehensive testing services that include the use of career, personality and ability tests for the purpose of personal growth and/or career exploration
D. Individual counseling
E. Treatment for drug and alcohol problems through the College Assistance Program (CAP)
F. Referral to appropriate helping agencies when the need is indicated
G. Outreach services in the form of workshops, presentations, or "talks" with various student groups

The Counseling personnel welcome students on both a walk-in and appointment basis.

ORIENTATION: HINDSVIEW

Our orientation progam is designed to answer the needs, concerns and questions that will confront you when you enter Hinds Community College. While at HINDSVIEW you will meet informally with faculty, staff and administrators; visit with student orientation leaders and other traditional and non-traditional students in small group sessions; and learn of the wide variety of available academic, social and personal opportunities. Our student group leaders are especially trained to help with problems and alleviate fears and uncertainties you may experience as a new student at Hinds. We strongly encourage all students to attend.

DEVELOPMENTAL STUDIES

Developmental classes - Math, English, and Reading

Developmental classes are offered through the following courses: MAT 1103, 1203; REA 1103, 1213; and ENG 1103, 1203; SPT 1103. Students are prescribed these courses based on ACT scores for placement tests to prepare them for success in traditional college courses. Additional help is available to all students in the math and communication areas through help labs.

Vocational Related Studies

The Vocational Individualized Development System (VIDS) is designed to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational program. This program also helps students who are non-high school graduates to obtain their GED.

Support Services

This department provides tutorial and other support services for a limited number of students who qualify through federal guidelines for Student Support Services for Disadvantaged Students. The qualifications may include handicapped students and students who are receiving certain types of financial aid. Applications may be obtained by calling 857-3386 or by writing to the Student Support Services Department, P. O. Box 10385, Hinds Community College, Raymond, MS 39154-9799.

Deaf and Hearing Impaired

Support services are funded by the Mississippi Department of Vocational Rehabilitation, the University of Tennessee Post-Secondary Education Consortium Grant, and Hinds Community College to provide deaf and hearing impaired students equal opportunity to enter and succeed in any of the existing programs of study on the Raymond Campus. Interpreters are provided for classes, tutorial sessions, and school events. Career, academic, and personal/social counseling is available. Fully accessible residence halls are equipped with telecommunication devices (TDD's) decoders for closed captioned TV viewing, and flashing fire alarms and doorbells.

Applications for services may be obtained by calling 857-3310, or by writing to:

Services for the Deaf and Hearing Impaired
Box 10423
Hinds Community College
Raymond, MS 39154-9799

DISCOVER: Helps in Career Choice

DISCOVER is a computer-based information system that lets students measure their interests, abilities, and values and get instant results to use in exploring education and occupational options. The system makes it possible for students to have a wealth of information about occupations, colleges, special training programs, apprenticeships, financial aid and other related topics available to them at the touch of the keyboard. This allows the student to obtain a career profile geared specifically for him/her.

When students work with the DISCOVER system, they will be led on a methodical career journey, much the way they would be if they were being guided individually by their counselor. The DISCOVER profiles, along with the various other inventories the student may take, will allow the counselor to plan an individual career development program for each student.

Students are encouraged to become familiar with the DISCOVER system and the information it can provide them. Appointments may be made to work with the system by contacting the Academic Counseling Department on the Raymond Campus or on the Utica Campus.

HOUSING

Hinds Community College provides safe and comfortable housing accomodations for students who desire to live on the Raymond or Utica Campuses. Residence halls broaden students educational experiences by providing a community where the student can live, learn, grow and have fun.

Admission to Hinds Community College does not guarantee a student a room reservation on campus. Those students desiring to live on campus must complete a housing application and return it to the Housing Office on the campus the student plans to attend. In the event housing is not available on the location where the student plans to attend, the housing application should be returned to the Housing Office on the campus where he/she would like to reside. To be eligible to live in the residence halls, one must be a full-time day student. This requires that an academic or technical student

be enrolled for not less than twelve (12) semester hours during the day schedule and that a vocational student be enrolled for not less than sixteen (16) semester hours during the day schedule.

A deposit of $50.00 is required from applicants requesting room reservations. In the event of application by mail, a check or money order must be written payable to Hinds Community College. Cash should not be sent through the mail. Cancellations of assigned rooms must be received by the Housing Office at least fifteen (15) days prior to the date on which residence halls will open for the semester or term for which the reservation was made in order to receive a full refund of the deposit. The deposit, less any damage assessment, will be refunded to the resident hall occupant who follows the check out procedure as announced by the Housing Office.

After an admissions applications is received and processed by the District Office of Admissions and Records, the applicant's housing application will be processed by the Housing Office. It will be helpful if persons wanting to be roommates would send both applications and deposits in together. Room assignments are made on a first-come, first-assigned basis; therefore, it is very important that both the application for admission and the application for housing be received as early as possible.

New students for the fall semester will be notified of their hall assignment in June, and students for the spring semester will be assigned during the third week of December. Hall assignments for new students will be made according to the space available. Those students who are not assigned will be placed on a waiting list according to their receipt number. They will be assigned from the waiting list as space becomes available.

RESIDENCE HALLS RULES AND REGULATIONS

For specific information concerning housing rules and regulations, please refer to the housing section of the **Student Handbook.**

RAYMOND CAMPUS - RESIDENCE HALLS FOR WOMEN

Allen-Whitaker Hall A two-story, brick, L-shaped building housing 109 freshmen and sophomore women students, four student assistants and one staff member. Each of the 26 suites has two bedrooms with connecting bath, accommodating four students. The carpeted lounge is furnished with modern furniture, a piano and a TV set.

Davis Hall A five-story building housing 257 freshmen and sophomore students, seven student assistants and a head resident. It is air-conditioned, and each floor has a combination kitchenette and lounge overlooking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tile baths are located on each floor.

Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

Hardy-Puryear Hall A four-story, air-conditioned brick building housing 200 freshmen and sophomore female students. Each floor has a lounge and central bath area. The building is staffed by eight student assistants and one head resident. Each bedroom is furnished to accommodate two students. Furnishings include beds, study desks, chairs, and chests of drawers.

MAIN HALL A two-story newly renovated building housing 94 freshmen and sophomore women students, one full time resident manager and four student assistants. This air conditioned building offers suites that accommodate 8 and 6 residents. In addition, the building offers several double occupancy rooms. Each suite or double occupancy room contains its own private bath.

The spacious carpeted lobby provides a formal area for entertaining guests, as well as, an office and desk area. Vending facilities are located to the rear of the lobby.

MARSHALL HALL A two-story air conditioned brick building housing 128 freshmen and sophomore women students and one full time resident manager and four student assistants. The building has porches the length of the building, enclosed with solar screens of ceramic tile.

Rooms are arranged in four-bedroom suites, each complete with a foyer, ceramic-tiled bath, spacious cabinets and closets.

The lounge is located at the central entrance and is furnished with a piano, TV set and modern furniture.

RAYMOND CAMPUS - RESIDENCE HALLS FOR MEN

Greaves Hall An air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves and storage facilities.

Sheffield-Wooley Hall A four-story, air-conditioned brick building housing 200 freshmen and sophomore male students. Each floor has a lounge and central bath area. The building is staffed by eight student assistants and one head resident. Each bedroom is furnished to accommodate two students. Furnishings include beds, study desks, chairs, and chests of drawers.

Virden Hall An air-conditioned residence hall, arranged in four-bedroom units, each complete with a small foyer, ceramic-tile bath, spacious cabinets, closets, and circulating hot water heating. It houses 54 students. Rooms have venetian blinds, built-in study tables, book shelves, cabinets and closets.

Williams Hall A nine-suite, air-conditioned facility housing 140 men students. Each room is equipped with built-in beds, desks, closets, and book shelves.

UTICA CAMPUS - RESIDENCE HALLS

On the Utica Campus, there are three modern residence halls for men and women students, B.E. Lewis Residence Hall, Maggie Dunson Residence Hall, and Newton-Walker Residence Hall. These residence halls are three-story, air-conditioned brick buildings housing 144 in each facility for freshmen and sophomore students.

FINANCIAL AID

GENERAL REQUIREMENTS

Financial assistance is provided to students who have met all admission requirements of the college and is to be used only for educational purposes. Aid recipients who have attended other colleges prior to attending Hinds Community College must submit a Financial Aid Transcript from those colleges.

For the student to be eligible to continue receiving financial aid, he must file a yearly aid application and document his financial circumstances.

In order to receive financial aid from any Federal Financial Aid Program, the student must be in good standing and make satisfactory progress in his course of study. The student may not be on extended probation or academic suspension and remain eligible for financial aid.

Funds for financial aid come from Federal Government Programs, Hinds Community College, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the College Scholarship Service Financial Aid Form (CSS-FAF). The College Scholarship Service will forward information which is vital to the Financial Aid Offices in determining how much aid can be awarded to each student. Financial aid will be awarded to each student based on their individual information. Each student is considered for all types of aid and awarded accordingly. Early filing of the Financial Aid Form (F.A.F.) will insure sufficient time to study the needs of each student.

Although there are no deadlines for filing applications, in order to receive priority consideration, the results from the F.A.F. should be received by the Financial Aid Offices prior to April 1. Additional applications will continue to be accepted after this date; however, this is a priority deadline for programs which may have limited funding.

Results from the F.A.F. will be forwarded to the Financial Aid Offices within two to three weeks of the student's filing of the application. These College Scholarship Service Financial Aid Forms should be completed and mailed to Princeton, New Jersey, as soon as tax returns are filed. Early filing is encouraged. Applications are available at all locations and local high school counselor's offices.

FEDERAL PROGRAMS

Pell Grant. Hinds Community College assists students financially by participating in the Federal Pell Grant Program. The Pell Grant Program is a gift aid program which provides funds for eligible students enrolled on at least a half-time basis in a program of study that lasts six months or longer.

Federal College Work Study Program. Hinds Community College offers student assistance through the Federal Work-Study Program. Depending on the student's need, the student may be eligible to work up to 15 hours per week. Students will receive an hourly rate of pay.

Nursing Student Assistance Program. The Nursing Student Assistance Program provides loans and scholarships to students who are accepted for enrollment as full-time in Hinds Community College's two-year A.A. degree nursing program. Awards are disbursed by check at the beginning of each semester. Loans are repayable over a five year period, and repayment begins one year after graduation.

Mississippi Guaranteed Student Loan (MGSL). The MGSL Program enables students to borrow up to $2625 per academic year. Loans are available at participating banks, credit unions, savings and loan, and other qualified lenders. Repayment begins 6 months after graduation. The Federal Government will pay the interest until the student is to begin repaying the loan. Applications are available at Hinds Community College Financial Aid Office(s).

Plus Loan Program. The Plus Loan Program enables parents of dependent undergraduate students to borrow up to $4,000 per academic year, per dependent student. Loans are available at participating banks, credit unions, savings and loans, and other qualified lenders. Loan applications are available at participating lenders. Contact your respective Financial Aid Office for information regarding participants.

Supplemental Educational Opportunity Grants. Supplemental Educational Opportunity Grants provide funds to students with demonstrated need who without the grant would not be able to attend school. SEOG is a grant (gift aid) and no repayment is required. Applications for this type of grant are available from the Financial Aid Office(s).

State Student Incentive Grant (SSIG). This program is administered by the State of Mississippi through the Post-Secondary Education Financial Assistance Board. The Federal Government provides fifty percent of the funds and the State of Mississippi provides the other fifty percent. The Institution selects the recipients for this grant from the eligible students on its campus through its regular financial need process. Full-time students (12 hours) who are Mississippi residents and who demonstrate financial need are eligible. In Mississippi, the SSIG Program is available to undergraduate students

only. The final approval of a grant to the student is made by the Mississippi Post-Secondary Education Financial Assistance Board.

HINDS COMMUNITY COLLEGE FUNDS

Hinds Community College Work/Study Program. Hinds Community College offers students assistance through Hinds Community College's Work/Study Program. The student may be eligible to work as much as 15 hours per week. Students will receive an hourly rate of pay.

POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID

In order to remain eligible to enroll in college and receive Title IV Financial Assistance such as: PELL (Basic) Grant, Supplemental Educational Opportunity (SEOG), or College Work Study (CWS), all students must progress satisfactorily towards completion of a chosen academic or vocational-technical program.

Average and Credit Hours Required

The grade point average and credit hours passed that a student must maintain to be considered making satisfactory progress in a program of study and thereby be eligible to enroll and continue to receive financial aid is determined by the number of semester hours that have been attempted. A student who fails to meet the requirement may continue on financial aid probation for one semester. If the deficiency is not corrected by the end of this probationary semester, the student shall be ineligible to receive further aid until the deficiency has been corrected.

Semester Hours Attempted	0-23	24-47	48-71	72-95	96
Minimum Semester Hours Required to Pass		16	32	48	64
Minimum Grade Point Average	1.5	1.6	1.70	1.80	2.00

For each increment of 24 semester hours attempted in an academic year a student must pass a minimum of 16 semester hours for acceptable satisfactory progress towards an educational objective. Students who attempt less than 24 semester hours in an academic year must complete at least 66.6% of these hours.

Students who are suspended from financial aid for scholastic reasons at the end of the probationary semester may gain eligibility the succeeding semester(s) attended by achieving the appropriate cumulative grade point average and earned semester hours based on hours attempted.

Time Frame

All students receiving financial aid are expected to complete their educational objective within a maximum number of semester hours attempted equivalent to 150% of the normal hours required for graduation in the program.

Transfer Students

Transfer students will enter with the same status for financial aid as other students based on the hours attempted, credit hours earned and grade point average at other college(s) previously attended.

Withdrawals, Non-Credit, Remedial Courses and Incompletions

A student will be allowed to withdraw officially and/or repeat a course according to the policies stated in the Attendance-Withdrawal section of this **Catalog.**

A "W" will not be used in calculating a studen's grade point average, but all W's will be counted in determining the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.

Non-credit courses will not count in hours attempted but semester hours for remedial courses will be recorded as hours attempted.

A student must remove an incomplete (I) grade by the end of the 9th week of the succeeding semester or receive a failing (F) grade. An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

Procedures for Implementing the Probation Policy

At the end of each semester, the Financial Aid Office will develop a list of all students who failed to meet the minimum academic criteria set forth to be in good standing for financial aid with the institution.

The Financial Aid Office will notify the students that they are on financial aid probation and inform them that if they do not pass the minimum required semester hours with the appropriate cumulative grade point average the following semester in attendance, they will be suspended from financial aid until eligibility is re-established.

Students who will be suspended from financial aid for one semester will be informed by the Financial Aid Office at the end of the appropriate grading period.

Appeal Process

In extenuating circumstances such as personal illness or illness and death in the immediate family, a student may appeal to the local Student Affairs Committee for relief from these requirements. Appeals for permission to continue on

aid when facing financial aid suspension must be made in writing to the local Student Affairs Committee; each appeal will be considered on its merit.

SCHOLARSHIPS

ACT Scholarships

Hinds Community College makes available three types scholarships based on a student's composite ACT score. *Presidential Scholarships* are available to students who have a composite score of 29 or above. These scholarships will cover tuition, room, and board. *Deans Scholarships* are available to students who have a composite score of 25-28 on the ACT. These scholarships cover the current cost of tuition. Achievement Scholarships are available to students who have a composite score of 21-24 on the ACT. These scholarships cover one-half the current cost of tuition. All scholarships are available for fall and spring semesters only, and do not cover evening classes.

To be considered for one of these scholarships, an applicant must (1) be a legal resident of Mississippi, (2) be a first time entering freshman at any location of Hinds Community College, (3) complete all admission requirements, (4) have an ACT profile sent to the Office of Development, and (5)complete the scholarship application and return to the Office of Development, Hinds Community College, Box 472, Raymond, MS 39154-9799. Approximately 150 ACT Scholarships are awarded each year, however, funds for these scholarships are limited and all ACT Scholarships are awarded on a first-come, first-serve basis.

Athletic Scholarships

Athletic scholarships are awarded to selected athletes in football (Raymond Campus), men's basketball (Raymond and Utica Campuses), and women's basketball (Raymond and Utica Campuses). Apply directly to the respective athletic coach.

Band Scholarships

Contact the Band Director at 857-3237 for information on Hinds Community College Band Scholarships.

Development Foundation Scholarships

The Hinds Community College Development Foundation makes available several scholarships each year. Selection for these scholarships is based on classroom excellence, involvement in extra-curricular activities, financial need, desire for achievement, and letters of recommendation. The scholarships are available to any freshman or sophomore enrolled full time in an academic, technical, or vocational program at Hinds Community College. Some of these scholarships are designated for students enrolled in specific programs at specific locations. However, the scholarship form can be used to apply for all scholarships. The scholarships do not cover summer school or evening classes.

Also, the Hinds Community College Development Foundation has established special scholarships-the George M. McLendon Endowed Scholarship (full tuition, room and board scholarship available to a student from Hinds Community College exemplifying outstanding leadership abilities on the Raymond Campus), and the H.R. Kilby Memorial Scholarship (full tuition, room, and board scholarship available to a business major from Hinds County attending the Raymond Campus), the John Bell Williams Endowed Scholarship (tuition scholarship available to a student demonstrating financial need on the Raymond Campus), the A.P. and T.B. Fatherree Endowed Scholarship (tuition scholarship for a student enrolled in a vocational or technical program), the Walter H. Gibbes Scholarship (tuition scholarship available to a student majoring in a vocational or technical program), the Reverend B.E. Lewis Scholarship (tuition scholarship for a student enrolled on the Utica Campus), and the William H. Holtzclaw Scholarship (tuiton scholarship for a student enrolled on the Utica Campus).

In applying for any of the above scholarships, the applicant should submit with the application form a summary of why he or she should be considered for a Hinds Community College Development Foundation Scholarship, a high school transcript, and a copy of ACT scores. Applicants should also have on file three letters of recommendation. All of the above mentioned information must be complete and on file in the Development Office on the Raymond Campus of Hinds Community College by March 1 in order for them to be considered for a Development Foundation Scholarship.

Recipients may retain their scholarship for two years if they have maintained full time status and a 2.5 overall grade point average. Freshman recipients should notify the Development Office before March 1 if they wish to retain their scholarship for their sophomore year. For more information, contact the Office of Development, Hinds Community College, Raymond, MS 39154-9799, telephone number 857-3363.

Merit Scholarships

Merit Scholarships are available to full time students enrolled in an academic, vocational or technical program on the Utica Campus. Two Super Merit Scholarships will be awarded. These scholarships will cover tuition, room, and board. Twelve regular Merit Scholarships will be awarded and will cover the student's tuition. Each applicant's talents, skills, and leadership abilities, will be a consideration in selecting the recipients. Contact the Dean of Students, Utica Campus, telephone number 354-2327 for more information.

Music Schoarships

Music Scholarships are available on the Raymond Campus to students who meet certain criteria majoring in music. Auditions for these awards will be held in January and March. Contact the Music Department Chairperson at 857-3269 for more information.

Other Race Scholarships

Other Race Scholarships are available to white students on the Utica Campus to cover their tuition. Students who are interested in these scholarships should contact the Dean of Students, Utica Campus at 354-2327.

Nursing Scholarships

There are special scholarships awarded to students selected into the Hinds Community College Associate Degree Nursing Program. These scholarships are made available by the Allstate Foundation and other interested groups. Contact the Nursing Department at 372-6507 for more informations.

ROTC Scholarships

The Air Force, Army, and Navy offer scholarships to junior college students. The scholarships cover tuition, textbooks, lab fees, other educational expenses, and a living allowance during the school year. A student must take ROTC training and will owe the service obligation time upon graduation. For further information call (601) 968-2175 for Raymond Campus and (601) 354-2327 or (601) 885-6062 for Utica Campus.

VETERANS AFFAIRS

The Office of Veterans Affairs is available to assist all eligible veterans and dependents in making application for benefits. Academic, technical, and vocational courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

All Veterans Administration programs under the G.I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For additional information call 857-3226.

ADMISSION

Students who plan to receive veterans benefits must satisfy the school's admission requirements as outlined in the Admission Requirements section of this catalog **BEFORE** being certified to the Veterans Administration Regional Office In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Benefits.

CHANGING ENROLLMENT STATUS

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the College **Catalog.** Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments.

CHANGING OF PROGRAMS

Students receiving veterans benefits must at all times have a definite program declared with the Office of Veterans Affairs and be enrolled in courses leading to completion of the designated program. Programs can never be changed without prior approval of the Office of Veterans Affairs and the Veterans Administration.

COUNSELING

All veterans benefits recipients will be required to see a college counselor to plan their course of study prior to the beginning of each enrollment period.

Each student must have a signed Veterans Benefits Recipient Program Planning Sheet from his/her counselor for EACH enrollment period. The student must also sign the Program Planning Sheet acknowledging the course recommended by the counselor.

CREDIT FOR SERVICE TRAINING

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, **Guide To The Evaluation Of Educational Experiences In The Armed Services,** is used as a guide for the evaluation of all military credit.

PROBATION AND SUSPENSION

Students receiving veterans benefits are expected to maintain the same standards of satisfactory progress as all other students attending Hinds Community College.

Probation	Veterans who fail to earn a minimum grade point average on ALL work completed during a semester will be placed on G.I. Bill probation for one semester.
Suspension	Students receiving veterans benefits may be placed on veterans suspension for failing to earn the minimum grade point average during a semester when currently under veterans probation. Future participation in the Veterans Benefits Program will necessitate contacting the Hinds Community College Office of Veterans Affairs for counseling purposes.

NOTE: Policies stated for veterans comply with Regulations 14253, 14277, 14278, Department of Veterans Benefits.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work

periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341.

LEARNING RESOURCES SERVICES

Most course work at the college level requires that along with the regular class textbook the student makes use of a wide variety of additional material. Each campus, branch and center of Hinds Community College houses a Learning Resources Center to provide students and faculty with excellent facilities for the use of materials to support the curriculum of the college.

The collection of materials is listed in a joint union catalog that indexes the over 131,000 books and 119,000 items of non-print materials available for student use. Intra-library loan systems provide for the sharing of books, magazines, films, tapes, and other resources as they are transferred by a daily inter-campus courier service.

HOURS

On the resident campuses, Raymond and Utica, the Learning Resources Centers are open for service the following hours:

Monday - Thursday	7:45 AM - 9:30 PM
Friday	7:45 AM - 4:00 PM
Weekend hours	To be announced

At the branch campuses which do not serve residence hall students the following hours are observed:

Monday - Thursday	7:45 AM - 7:30 PM
Friday	7:45 AM - 4:00 PM

Although designed primarily as "self-service" operations, professionally trained personnel are on duty to assist students at all times.

LIBRARY SERVICES

Circulation desks at the Centers are focal points for checking books in and out and for securing assistance in using library materials. Adjacent to the circulation desks are the catalogs that index the material available for use in the Centers.

Books, when presented at the circulation desks, may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another reader. A STUDENT MUST PRESENT HIS **VALIDATED** I.D. CARD WHEN CHECKING OUT MATERIALS.

Reserve books, which are kept at the circulation desks, constitute a category of books upon which circulation restrictions have been placed. In general, reserve books are to be used in the Centers and may be checked out for home use only when the resource centers are closed.

Reference books are selected to support the communtiy college program. Because they are used continually and the information in them must be available at all times, these materials do not normally circulate for home use. These books are distinguished from the books which students may check out not only by their location in separate areas but also by the letter "R" above the call numbers on the spine of the books. Among the various types of books found in the Reference collections are atlases, bibliographies, dictionaries, encyclopedias, handbooks, and indexes.

Magazines add a wealth of material to the Centers' collections. The Hinds District Resources Centers subscribe to over 900 periodicals. Current issues of the magazines are arranged alphabetically by title on open display shelves in the Centers. Back files of the periodicals are available in paper and/or microform. Periodical indexes are provided for student use. The magazine collection is restricted to "in-house" use.

Audiovisual materials require special equipment for their use and therefore are designed to be used in the Centers.

MEDIA SERVICES

The Department of Media Services operates a center for the Raymond Campus. The center, located in the lower level of the McLendon Library, includes learning lab equipped with microcomputer, videotape viewing areas, and audio tape players, filmstrip and slide viewers, five classrooms, and a production facility.

Students using the Learning Lab may check out materials at the check-out area where catalogs listing current holdings of the Media Center are located. The Learning Lab also has microfiche readers that index the materials available for use.

Students, faculty and staff may use all media meterial located in the Media Services Center. Media used in campus classrooms may be viewed and/or reviewed by students in the Learning Lab.

The Center has five mediated classrooms which provide the wide variety of media for instruction. Students may also use the classrooms to view films and for small group use of all media material. One classroom, equipped with the telephone and closed captioned TV, has been designated for use by the Deaf and Hearing Imparied Services Program.

In addition to the Learning Lab and classrooms, the Media Services Center houses a complete production facility, including a darkroom, transparency production, basic graphic production, 35mm slide copying, multi-image production, audio tape production, and a fully equipped television studio and video editing facility.

CONTINUING EDUCATION AND COMMUNITY SERVICES

Non-credit services are provided through this office of Hinds Community College. These services represent the outreach aspect of the institution.

Adult Basic Education (ABE)

Adult Basic Education classes are provided for adults who lack basic literacy skills. These classes are offered in many locations throughout the District. Persons interested in this program should contact the Adult Basic Education Office on the Utica Campus.

General Education Development Test Preparation

Persons who have basic literacy but feel that they are not yet ready to attempt the GED test may take advantage of classes designed to improve the skills needed for this test. Information may be obtained by contacting the Continuing Education Office on the Raymond or Utica Campuses or the Director's office in other locations.

Continuing Education Activities (CEA)

Continuing Education Activity courses are administered by the Office of Continuing Education on the Raymond Campus. These courses are designed in varying lengths and on any topic that may be of interest to a group of people for personal enrichment. A record of satisfactory participation may be obtained but semester hours of credit are not awarded. These classes may or may not follow the college calendar.

Community Services

This aspect of the Continuing Education Office has an objective of providing special services for the community. Through this aspect, the Division promotes and participates in joint venture activities with other state and private organizations and agencies; as well as sole, self initiated efforts. The special services include: seminars, discussion, conference, etc.

Child Development Associates (CDA)

In concert with the Child Development Associate, Inc. (Washington, D.C.), the Hinds Community College provides courses and other experiences to increase the knowledge and skills of teachers of the various Headstart agencies. Successful completion of this highly structured program qualifies the participants for certification by national standards.

Industrial Services

A wide range of credit and non-credit courses are available to business and industry through the Director of Industrial Services. These offerings may come from the College **Catalog** or may be designed specifically for a given company. State funds are available to support many of these programs when they are for new and expanded industry. Contact should be made with the Director of Industrial Services on the Raymond Campus at 857-3387

ADULT VOCATIONAL EDUCATION (AVE)

Classes for adults in vocationally related topics are offered for those who desire to continue to upgrade their skills. These classes are scheduled when requests are received by the Assistant Director of Vocational Education at any Hinds Community College location. AVE classes may or may not follow the general college calendar.

CAMPUS SERVICES AND SERVICE FACILITIES

BOOKSTORE

The bookstores are located in the Student Union Building on the Utica and Raymond Campuses. At the Sunset Drive location in Jackson, the bookstore is located off the lobby near the main entrance. Bookstores are open from 7:30 AM to 4:00 PM Monday through Friday. They are also open from 6:00 PM to 8:00 PM Monday through Thursday evenings of the first week of each semester. The Bookstores furnish textbooks, supplies, personal items and gifts. If students wish to pay by check or to sell textbooks, they must present their ID cards.

BUSINESS OFFICE

During office hours (8:00 AM to 4:00 PM Monday through Friday), the Business Office will cash checks not to exceed $25.00 for residence hall students during the spring and fall semesters. Two-party checks or third-party checks will not be cashed.

CAFETERIA

When classes are in session, the cafeteria on the Raymond and Utica Campuses serves three meals each day. Saturday and Sunday schedules are abbreviated as there are fewer people on campus to be served. A student must present his meal ticket at each meal or pay cash for the meal. A meal ticket may be used only by the person whose name appears on it. There is a charge of $15.00 for the replacement of a lost or destroyed ID card and meal ticket.

GRILL

Known as the "Eagle Nest," the grill is located on the second floor of the Student Union Building on the Raymond Campus. On the Utica Campus, the grill is located on the first floor of the Student Union Building and is known as the "Bulldog Inn." These grills provide fast food service throughout the day and evening. Many commuting students have breakfast at the grill before going to class.

GOLF COURSE AND RAYMOND LAKE

Hinds Community College operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, covering 35 acres, is available to students for fishing, boating, picnics, or just daydreaming.

LAUNDRY

Neither the Utica Campus nor Raymond Campus operates a general laundry, but modern coin operated washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. Ironing facilities are also located in designated residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. Any items which are lost or found should be reported to this office. In branches and centers the administrative office provides lost and found services.

CAMPUS POLICE DEPARTMENT

The Hinds Community College Police Department is a full service department organization directly responsible to serve the needs of the college community. Their philosophy is "to serve and protect." The Campus Police Department provides service at all locations of the College.

Although a primary responsibility is that of traffic control, the Campus Police Department stands ready to assist in an emergency, to offer the necessary service for the protection of personal and college property, and to enforce regulations and state laws.

AUTOMOBILES ON CAMPUS

Students and employees of Hinds Community College are required to register automobiles with the Police Department on both campuses and branches. Parking zones have been established along with other regulations. The **Student Handbook** outlines traffic and parking regulations and may be secured from Deans/Directors/Coordinators at each location. Penalties are assessed for violation of regulations and persistent violators may be denied the privilege of operating their vehicles on campus. All motor vehicle registration decals expire August 15th of each year.

POST OFFICE

The Post Offices are located on the first floor of the Student Union Building on both campuses. Students should secure a mailing address from the Postmaster. The post office hours are as follows:

	Fall/Spring Semester	Summer Semester
Monday - Friday	8:00 AM — 12:00 noon 1:00 PM — 4:00 PM	8:00 AM — 11:00 AM

RELIGIOUS ACTIVITIES

The College is a tax-supported institution and teaches no creed in its classroom. However, several religious activities are provided.

STUDENT UNION

The Student Union Buildings on the Utica and Raymond Campuses house a variety of services and facilities. In each case the Publications Office, Associated Student Body Offices, The Activities Director's Office, meeting rooms, Post Office and a lounge area for receptions and other functions are included.

A recreation room is located in the Student Union on the Utica Campus while similar facilities are located in other buildings on the Raymond Campus. The Campus Police Headquarters is located in the Student Union on the Raymond Campus while it is in another building nearby on the Utica Campus.

SOCIAL LIFE

A variety of social functions are sponsored by student organizations at each of the Hinds Community College facilities. (See the **Student Handbook** for full details.) The resident campuses have the most diversified programs as students in residence are more available to participate. Activities are publicized through student newspapers as well as through campus bulletins and message boards.

HEALTH SERVICES

Health Services are available from local physicans in each location where Hinds Community College teaches classes. The College does not operate a student health service and in not responsible for any medical expenses students may incur. The College police, residence managers, housing directors, Dean of Students, directors (personnel available) will assist a student to gain medical emergency assistance. The student and their spouse or parents are responsible for payment of all medical and emergency services provided for the student.

The College makes available the opportunity for students to subscribe to an accident and a health insurance policy. It is the student and their parents decision to purchase insurance. Claim forms can be picked up from the Dean of Students at Raymond and Utica, from the Director's Office at Jackson Campus-Sunset Drive Center, Nursing/Allied Health Center, Rankin Branch and Vicksburg-Warren County Branch.

ID CARD

An ID card is issued to each full-time student as part of the registration process. No charge is made for the first card issued. The ID card must have a new validation sticker affixed to it each semester to be valid. The replacement cost for a lost ID card will be $5. There is an additional charge for a new meal ticket decal. Thus a new ID will cost $5 and a food decal $10 for a total replacement cost of $15. Authorization for replacement of ID cards will be obtained from the Dean of Students. The ID card must be surrendered to any College official upon request. The ID card serves the student in many ways and must be in the student's possession at all times. The card is needed for the following purposes:

1. Admission to on-campus, College sponsored activities and to the Student Union Building.
2. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Junior College Conference at student rates.
3. Identification at Business Office, Campus Bookstore, Financial Aid Office, Campus Police Office, Campus Residence Hall and Libruary.
4. Securing a copy of the College yearbook.

STUDENT ACTIVITIES, ORGANIZATIONS AND PUBLICATIONS

Hinds Community College District promotes and provides for students a wide variety of activities, organizations and four student publications. These groups include religious, social, service, academic and interest orientations to meet student needs.

Campus, branch, or center student organizations, managed by students under faculty guidance, afford opportunities for growth in character, citizenship, leadership and social poise. The activities, organizations and publications are listed according to availability at a respective campus, branch or center. (See complete listings in **Student Handbook.)**

Intercollegiate Athletics

Hinds Community College is a member of the Mississippi Junior College Athletic Association. Varsity athletics at the Raymond Campus include: Football, Baseball, Golf, Softball and Track. Varsity Atletics at the Utica Campus include: Men's and Women's Basketball and Men's and Women's Tennis. For more information please see the **Student Handbook.**

IV
Academic Programs and Course Descriptions

ACADEMIC PROGRAMS OF STUDY

Academic students are those who schedule course work to meet requirements for graduation from Hinds Community College with an Associate of Arts Degree (AA) and/or to transfer course work to a senior college in pursuit of a baccalaureate degree. An academic student may earn an Associate of Arts Degree in one of two ways:

1. Complete the General Program of Study listed on page 66 in this catalog.

OR

2. Complete the first two years of any baccalaureate program of study found in any four-year college or university catalog which has become effective since the student began his college studies.

Students who plan to enter Mississippi public universities should be aware of the transfer requirements that will apply in their particular cases. These requirements vary with age, ACT score and choice of school. For example, a student whose ACT composite score is below a university's minimum must complete the transfer core with a C average before enrolling at that university. This core is:

English Composition I and II	6 SH
College Algebra or higher	3 SH
Laboratory Science	6 SH
Transferable Electives	9 SH
	24 SH

Generally, one-half of the hours required for a bachelor's degree may be transferred from a junior college and applied to that degree at a four-year college or university. Hinds Community College maintains a close working relationship with all Mississippi senior colleges to insure that all academic courses which are intended to transfer will do so.

Because of the various program requirements among the senior colleges to which Hinds academic students transfer, this catalog does not contain specific academic programs. Instead, listed below are some of the program areas that a student may pursue at Hinds.

Accountancy
Accounting
Agriculture
- Agricommunication
- Agricultural Economics
- Agribusiness
- Agricultural Engineering
- Agronomy
- Animal Science
- Dairy Science
- Entomology
- Food Science & Human Nutrition
- General Agriculture
- Horticulture
- Landscape Architecture
- Plant Pathology and Weed Science

Poultry Science
Anthropology
Architecture*
Art
Biology
Business Administration
- Advertising
- Finance
- General Business
- Management
- Marketing

Business Education
Chemistry
Child Development
Clothing and Textiles
Computer Science
Communications
Criminal Justice
Economics
Educational Psychology
Elementary Education
Engineering
Engineering Technology
Geography
Geology*
Health, P.E. & Recreation
History
Home Economics
Industrial Arts
Industrial Technology
Interior Design
Journalism
Law Enforcement
Mathematics
Medical Technology (Transfer)
Music (Brass, Guitar, Organ, Percussion, Piano, Woodwinds, Strings, Voice)
Nursing (Transfer)
Philosophy
Physics and Astronomy
Political Science
Polymer Science
Psychology
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Science
Public Administration
Radio, T.V. and Film
Reading
Religious Studies
Secondary Education
Social Science
Sociology
- Social Work

Speech
Theatre
Wildlife and Fisheries

English
Fashion Merchandising
Foods and Nutrition
Foreign Language
Forestry
Wood Science and Technology
Zoology

*First Year Only

GENERAL PROGRAM OF STUDY

(Includes Mississippi Public University Core Curriculum)

English*	12 SH
College Algebra (MAT 1313) or higher	3 SH
Laboratory Science**	6 SH
History	6 SH
Fine Arts***	3 SH
Physical Education, Military Science or Marching Band	2 SH
Electives****	32 SH
	64 SH

*English Composition I and II or honors equivalent (ENG 1113, 1123 or 1213, 1223) AND six semester hours of literature. ENG 1103 or 1203 will not satisfy this requirement.

**Any AGR, BIO, CHE, GLY, or PHY courses which include the equivalent of a minimum of two semester hours (four contact hours) of laboratory experience. Some four-year colleges or universities have more stringent requirements.

***As approved by academic program advisor or counselor. Acceptable courses include those in ART, MUA, MUS, and SPT (SPT 1213 or higher numbered theatre courses). Some four-year colleges or universities will not accept applied courses in art and music as meeting the fine arts requirement.

****Notes:

(1) Electives may be chosen from any of the following academic areas:

(ACC) Accounting
(AGR) Agriculture
(ART) Art
(BIO) Biology
(BAD) Business Administration
(CHE) Chemistry
(COM) Communication
(CSC) Computer Science
(COE) Cooperative Education
(CRJ) Criminal Justice
(ECO) Economics
(EDU) Education
(EGR) Engineering
(ENG) English
(GEO) Geography
(GLY) Geology
(GRA) Graphics
(HPR) Health, P.E. & Recreation
(HIS) History
(HEC) Home Economics
(IED) Industrial Education
(JOU) Journalism
(MAT) Mathematics
(MSC) Military Science
(MFL) Modern Language
(MUA,MUO,MUS) Music
(PHI) Philosophy & Bible
(PHY) Physics
(PSC) Political Science
(PSY) Psychology
(REA) Reading
(SOC) Sociology
(SPT) Speech & Theatre

(2) Technical courses may be used as electives if approved by the academic program adviser or counselor.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by Hinds Community College of Cooperative Education. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. This course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341.

CRIMINAL JUSTICE PROGRAM

The Criminal Justice Program provides educational experience from which a student can derive the knowledge and skills necessary to fill a position in municipal, state, or federal law enforcement agencies. Although Criminal Justice is administered through the Academic Division of Hinds Community College, it leads to the Associate of Applied Science Degree.

FRESHMAN

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SOC	2113	Introduction to Sociology	3
SOC	2133	Social Problems	3
CRJ	1313	Introduction to Criminal Justice	3
CRJ	1323	Police Administration & Organization	3
CRJ	2313	Police Operations	3
CRJ	1383	Criminology	3
			32

SOPHOMORE

PSY	1513, 1523	General Psychology I & II	6
SPT	1113	Oral Communication	3
*		Math or Science	3
CRJ	1363	Introduction to Correction	3
CRJ	2333	Criminal Investigation	3
CRJ	2323	Criminal Law	3
CRJ	2413	Law of Evidence	3
**		Electives	8
			32

* MAT 1313 (or higher), TRS 1713 or Laboratory Science
** Selected with approval of program advisor

NURSING SCIENCE
ASSOCIATE DEGREE PROGRAM IN NURSING

NOTE: For Criteria For Selection To the Associate Degree Program In Nursing See Page 33-35 In This Catalog.

Summer

BIO	2514	Anatomy & Physiology I	4
BIO	2524	Anatomy & Physiology II	4
			8

FRESHMAN
First Semester

NUR	1118	Nursing Science I (Prerequisite BIO 2514 & 2524)	8
NUR	1211	Nursing Drugs & Calculations	1
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			15

Second Semester

NUR	1129	Nursing Science II (Prerequisite NUR 1118)	9
PSY	1523	General Psychology II	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communications	3
			18

SOPHOMORE

First Semester

NUR 2112	Nursing Science III (Prerequisite NUR 1129)	12
BIO 2924	Microbiology	4
		16

Second Semester

NUR 2122	Nursing Science IV (Prerequisite NUR 2112)	12
SOC 2113	Introduction to Sociology	3
		15

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1113 Secretarial Accounting **3 SH**

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1113 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. (3 hr lecture)

ACC 1213 Principles of Accounting I **3 SH**

Meaning and purpose of accounting, emphasizing the accounting cycle, special journals, notes and interest, inventories, accruals and deferrals, internal control, payrolls, and partnerships. Applicable to the Applied Science requirements in the Technical Secretarial Science Program. (3 hr lecture)

ACC 1223 Principles of Accounting II **3 SH**

(Prerequisite: ACC 1213) Second semester course in the fundamentals of accounting practice for corporations, cost accounting, and financial statement analysis and evaluation. (3 hr lecture)

AGRICULTURE

See also Agriculture Technology

AGR 1214 Animal Science **4 SH**

Origin, history characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

AGR 1313 Plant Science **3 SH**

Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 Farm Machinery **3 SH**

Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1521 Forest Resources Survey **1 SH**

A survey of the professional resource manager's role and career opportunities in providing forest-based goods and services.

AGR 2223 Feeds and Feeding **3 SH**

Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2234 Meats Processing **4 SH**

Survey of the meat industry - killing, curing, cooling, care and storage of meat products. Detailed study of meat, animal carcasses, and wholesale and retail meat products. (3 hr lecture, 2 hr lab)

AGR 2253 Livestock Judging **3 SH**

Scoring of individual and judging of represented groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 Basic Soils **4 SH**

Study of the formation of soils, analysis of soils, correction of soil problems, the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2333 Soil Management and Conservation **3 SH**

A study of soil management and conservation in relation to the needs of Mississippi agriculture. (3 hr lecture)

AGR 2713 Principles of Agriculture Economics **3 SH**

General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture)

ART

ART 1113 Art Appreciation (Understanding the Visual Arts) 3 SH
A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, paintings, graphics, minor and industrial arts) on a conceptual basis. (3 hr lecture)

ART 1213 Introductory Art (Art Survey) 3 SH
A course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop a useful and meaningful vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (3 hrs directed lab)

ART 1242 Inventive Crafts 2 SH
A survey of art-craft ideas and production methods. Emphasis on creative invention. (1 hr lecture, 2 hr studio)

ART 1313 Drawing I 3 SH
Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using crayon, ink, pencil and charcoal. (6 hr lecture studio)

ART 1323 Drawing II 3 SH
(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of selected matter and use of wet media. (6 hr lecture studio)

ART 1413 Design I 3 SH
Emphasis on principles, elements and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (6 hr lecture studio)

ART 1423 Design II 3 SH
(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Study of methods and techniques in contemporary design. (6 hr lecture studio)

ART 2333 Printmaking I 3 SH
(Prerequisite: ART 1323) An introduction to the stencil, relief and intaglio processes in printmaking. (6 hr studio)

ART 2353 Figure Drawing I 3 SH
(Prerequisite: ART 1323) Drawing from the live model in various media. A study of proportion in the human figure through use of contour, gesture, and modeled drawing. (6 hr lecture studio)

ART 2363 Figure Drawing II 3 SH
(Prerequisite: ART 2353) Introduction to fluid media. Emphasis on composition and draftsmanship. (6 hr lecture studio)

ART 2372 Lettering and Signwriting 2 SH
A course designed to familiarize the student with the business of hand lettered showcards and sign writing. To help the student develop skills and techniques necessary to become efficient as a professional. (1 hr lecture, 2 hr studio)

ART 2513 Painting I 3 SH
(Prerequisite: ART 1323 and 1423) Introduction to painting principles and techniques. (6 hr lecture studio)

ART 2522 Painting II 2 SH
(Prerequisite: ART 2513) Advanced problems in different media (1 hr lecture/2 hrs. studio)

ART 2533 Watercolor (Painting III) 3 SH
(Prerequisite: ART 1323 and 1413) Introduction to watercolor painting. Emphasis on preparation of materials, selection of subject matter, and development of individual techniques. (6 hr lecture studio)

ART 2613 Ceramics I 3 SH
Principles and methods of making pottery by hand using slab, coil, hump mold, clay sculpture and other pottery techniques with an introduction to the potter's wheel. (6 hr lecture studio)

ART 2623 Ceramics II 3 SH
(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (6 hr lecture studio)

ART 2713 Art History I 3 SH
Survey course. Prehistoric to Renaissance. Open to all students. (3 hr lecture)

ART 2723 Art History II 3 SH
Renaissance to Twentieth Century. Open to all students. (3 hr lecture)

ART 2913 Special Studio 3 SH
(Prerequisite: Six hours of courses in the area selected for special studio and recommendation by the art faculty). Independent study in an area of special interest. Course designed for the exceptional student.(6 hr studio)

BIOLOGY

BIO 1133 General Biology I **3 SH**
Designed to show the unity of life underlying the diversity of organisms with emphasis on organization, cells, reproduction, and development and regulation of the internal environment.(For non-science majors.) (2 hr lecture, 2 hr lab)

BIO 1143 General Biology II **3 SH**
Continuation of BIO 1133 with emphasis on responsiveness and coordination, evolution, and ecology.(For non-science majors.) (2 hr lecture, 2 hr lab)

BIO 1314 Botany I **4 SH**
Introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture, 2 hr lab)

BIO 1324 Botany II **4 SH**
Plant reproduction and genetics. Algae, fungi, bacteria, mosses, ferns and related plants are studied. (3 hr lecture, 2 hr lab)

BIO 1552 Nephrology Laboratory **2 SH**
Analysis of both normal and abnormal microscopic elements; chemical procedures for albumin, reducing agents, and electrolytes. Applicable to applies science requirements in the Medical Lab Technician Program. (4 hr lab)

BIO 1852 Introduction to Clinical Laboratory **2 SH**
General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. (2 hr lecture)

BIO 2313 Dendrology **3 SH**
(Prerequisite: BIO 1314) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture, 3 hr lab)

BIO 2414 Zoology I **4 SH**
Biological principles of animals integrated with a phylogenetic approach to invertebrates. (3 hr lecture, 2 hr lab)

BIO 2424 Zoology II **4 SH**
(Prerequisite: BIO 2414) A continuation of BIO 2414 with emphasis on vertebrates. (3 hr lecture, 2 hr lab)

BIO 2514 Human Anatomy and Physiology I **4 SH**
(Prerequisite: High school Biology or BIO 1133 or 2414, CHE 1224 recommended) Fundamental principles in the anatomy and physiology of the human body. Cell physiology skeletal, integumentary, muscular and nervous systems. (3 hr lecture, 2 hr lab)

BIO 2524 Human Anatomy and Physiology II **4 SH**
(Prerequisite: BIO 2514) Cardiovascular respiratory, digestive, excretory, reproductive and endocrine systems with special emphasis on fluid and electrolyte balance. (3 hr lecture, 2 hr lab)

BIO 2614 Immunohematology **4 SH**
(Prerequisite: BIO 2653) Blood cell antigens and their antibodies. Includes procedures performed in hospital blood banking. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 4 hr lab)

BIO 2653 Immunology and Serology **3 SH**
Formation of antibodies and their reactions against specific antigens. Includes serological procedures of medical importance. Applicable to applied science requirements in Medical Laboratory Technician Program. (1 hr lecture, 4 hr lab)

BIO 2924 Microbiology **4 SH**
(Prerequisite: BIO 1133 or equivalent) General basic principles of microbiology including cell structure, metabolism, nutrition, the immune response, pathogens, antibiotics, sterilization techniques, viruses, fungi, ricketsiae, bacteria, and other microscopic parasites. (3 hr lecture, 2 hr lab)

BIO 2965 Pathogenic Microbiology **5 SH**
(Prerequisite: BIO 2924) Identification and culture methods for pathogenic bacteria. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture, 4 hr lab)

BIO 2973 Parasitology **3 SH**
Epidemiology, morphology, and importance of animal parasites with emphasis on those affecting man. For Medical Laboratory Technicians and Biology majors. (2 hr lecture, 2 hr lab)

BIO 2991 Hemostasis **1 SH**
(Co-requisite: BIO 2992 and BIO 2993) Action and interaction of coagulation factors, the extrinsic and intrinsic fibrinolytic pathways, and platelets critical role in hemostasis. Balance of procoagulants as well as inhibitors and the importance of theory as related to coagulation testing. (1 hr lecture)

BIO 2992 Hematology Laboratory **2 SH**
(Co-requisite: BIO 2993) Laboratory course using diagnostic tests for studies of the blood taught in the lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

BIO 2993 Hematology **3 SH**

(Co-requisite: BIO 2992) Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemostasis and hemolytic discrasis. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture)

BUSINESS ADMINISTRATION

BAD 1113 Introduction to Business **3 SH**

This course includes an introduction to the major division of study that will be followed in succeeding business courses such as business organization, accounting, business law, and other related courses. (3 hr lecture)

BAD 1313 Business Mathematics **3 SH**

Emphasis is placed on the study of the fundamental process, fractions, decimals, percentage, and problem-solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. (3 hr lecture)

BAD 2323 Business Statistics **3 SH**

(Prerequisite: MAT 1313) Introduction to descriptive and inferential statistics. Methods of describing and summarizing numerical data, probability, index numbers, time series, sampling distributions and hypothesis testing.

BAD 2413 Business Law I **3 SH**

Fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. (3 hr lecture)

BAD 2423 Business Law II **3 SH**

(Prerequisite: BAD 2413) This course is a continuation of BAD 2413 and is designed to cover the following specific areas: sales contract, personal property and bailments, partnerships, corporations, real property and leases, insurance, security and mortgages and bankruptcy. (3 hr lecture)

BAD 2613 Principles of Finance **3 SH**

This course is a study of the organization and operation of the American financial institutions. Financial problems of industrial and commercial firms, methods and procedures of business, foreign trade, and consumer financing, and governmental policies and activities in finance and their effects on prices. Interests rates and economic activities are included. (3 hr lecture)

CHEMISTRY

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. Furthermore, if the student has earned previous credit in either the lecture or the lab, the co-requisite requirement is waived.

CHE 1211 General Chemistry Laboratory I **1 SH**

(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)

CHE 1213 General Chemistry I **3 SH**

(Prerequisite: Two units of high school algebra or credit or registration in MAT 1313 or its equivalent and one unit of high school chemistry or credit in CHE 1313) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention is given to atomic structure, chemical bonding, kinetics, properties, and physical properties of gases. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 General Chemistry Laboratory II **1 SH**

(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)

CHE 1223 General Chemistry II **3 SH**

(Prerequisite: CHE 1213. Co-requisite: CHE 1221) Special attention is siven to kinetics, equilibrium, solution chemistry, properties and reaction of acids and bases, and redox. (3 hr lecture)

CHE 1311 Principles of Chemistry Laboratory I **1 SH**

(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 Principles of Chemistry 1 **3 SH**

(Prerequisite: one unit of high school algebra or credit or registration in MAT 1233 or its equivalent. Co-requisite: CHE 1311) Lectures, demonstrations, films and quizzes. Properties of matter and applications of inorganic principles. Serves as the prerequisite course to CHE 1413 and CHE 1213. Primarily for home economics, agriculture, nursing and allied health majors. (3 hr lecture)

CHE 1321 Principles of Chemistry Laboratory II **1 SH**

(Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture (3 hr lab)

CHE 1323 Principles of Chemistry II 3 SH
(Prerequisite: CHE 1313. Co-requisite: CHE 1321) This course is primarily for students in home economics, agriculture, and physical education. It is not accepted for physical science majors or for pre-med, engineering, pre-pharmacy, pre-dental, or biological science majors. The course material will emphasize the chemistry of life, environmental and resource implication of chemistry, and the relation of chemistry to consumer material. (3 hr lecture)

CHE 1411 Introductory Organic and Biochemistry Laboratory 1 SH
(Co-requisite: CHE 1413) Selected procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 1413 Introductory Organic and Biochemistry 3 SH
(Prerequisite: CHE 1313 or CHE 1213, Co-requisite: CHE 1411) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. (3 hr lecture)

CHE 2213 Clinical Instrumentation 3 SH
(Prerequisite: CHE 1211, 1213 or CHE 1411, 1413) Study of instruments used for diagnostic procedures in the clinical laboratory. Applicable to applied science requirements in the Medical Laboratory Technician Program (3 hr lecture)

CHE 2411 Introductory Organic Chemistry Laboratory 1 SH
(Co-requisite: CHE 2413) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2413 Introductory Organic Chemistry 3 SH
(Prerequisite: CHE 1223 or CHE 1323. Co-requisite: CHE 2411) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in programs requiring only one semester of organic chemistry. (3 hr lecture)

CHE 2421 Organic Chemistry Laboratory I 1 SH
(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture (3 hr lab)

CHE 2422 Organic Chemistry Laboratory I 2 SH
(Co-requisite: CHE 2423) This laboratory course illustrates and reinforces principles taught in lecture (CHE 2423). General areas stressed in this course includes techniques, reactions and properties of hydrocarbons, and natural product isolation. Infrared spectroscopy and gas chromatography are introduced and used throughout the semester. Theory of nuclear magnetic resonance spectroscopy is introduced. (6 hr lab)

CHE 2423 Organic Chemistry 3 SH
(Prerequisite: CHE 1223. Co-requisite: CHE 2421 or CHE 2422) This course includes a study of nomenclature, structure, properties, synthesis, and reactions of alkanes, alkenes and alkynes. A discussion of substitution and elimination reactions and steriochemistry is presented. (3 hr lecture)

CHE 2431 Organic Chemistry Laboratory II 1 SH
(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2432 Organic Chemistry Laboratory II 2 SH
This laboratory course illustrates and reinforces principles taught in lecture (CHE 2433). The experiments selected will include those from the areas of aromatic chemistry; systhesis and reactions of alcohols, aldehydes, ketones, and carboxylic acid derivatives; biomolecules; and qualitative organic analysis. Infrared spectroscopy is used throughout. (6 hr lab)

CHE 2433 Organic Chemistry II 3 SH
(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) This course includes nomenclature, structure, properties, synthesis, and reactions of aromatic compounds, alcohols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and amines. Mechanisms are stressed throughout and a brief introduction to biochemistry is presented near the end of the semester. (3 hr lecture)

CHE 2612 Clinical Chemistry Laboratory 2 SH
(Co-requisite: CHE 2613) Selected laboratory procedures to illustrate principles taught in lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

CHE 2613 Clinical Chemistry 3 SH
(Prerequisite: CHE 1411 and 1413. Co-requisite: CHE 2612) Study of inorganic and organic compounds of biological importance in the fundamental chemical processes of human biochemistry. Diagnostic chemistry including those for carbohydrates, nitrogenous compounds, lipids, enzymes, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 2623 Introduction to Clinical Pharmacology 3 SH
(Prerequisite: BIO 2514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in introduction to clinical medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)

COMPUTER SCIENCE

CSC 1113 Introduction to Computer Concepts 3 SH
A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages.

CSC 1213 BASIC Computer Programming 3 SH
Fundamentals of BASIC programming including aspects of scientific and business BASIC. Program statements, algorithms, and routines common to a wide variety of BASIC languages. Application to both minicomputers and large systems.

CSC 1313 FORTRAN Programming and Application 3 SH
A course primarily for mathematics, engineering, and science majors. Emphasis on the structure of the FORTRAN language and its application to problems in mathematics, engineering and the sciences.

CSC 1613 Computer Programming - PASCAL I 3 SH
(Prerequisite: MAT 1313, CSC 1113 or CSC 1213) Problem solving methods, algorithm development, debugging, documentation and applications in the PASCAL language.

CSC 2413 Introduction to COBOL Programming 3 SH
Includes file structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations.

CSC 2543 Advanced Computer Programming 3 SH
An introduction to computer architecture, hardware, software, and programming in an assembly language.

COOPERATIVE EDUCATION

A maximum of 12 hours total can be earned for the Co-op work experience. Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week.

30 hours or more 3 SH
20 - 29 hours 2 SH
15 - 19 hours 1 SH
To be offered on a TBA basis

COE 1011-1013 Cooperative Education Work Experience I 1-3 SH
First supervised work experience is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and Placement and department chairperson.

COE 1021-1023 Cooperative Education Work Experience II 1-3 SH
(Prerequisite: COE 1011-1013) Second supervised work experience

COE 1031-1033 Cooperative Education Work Experience III 1-3 SH
(Prerequisite: COE 1021-1023) Third supervised work experience

COE 1041-1043 Cooperative Education Work Experience IV 1-3 SH
(Prerequisite: COE 1031-1033) Fourth supervised work experience

COE 1050, 1060 Cooperative Education Work Experience V - VII 0 SH
1070, 1080
(Prerequisite: COE 1041-1043)

CRIMINAL JUSTICE

CRJ 1313 Introduction to Criminal Justice 3 SH
History, development, and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

CRJ 1323 Police Administration and Organization 3 SH
Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

CRJ 1363 Introduction to Correction 3 SH
A study of the correctional process from conviction to institutionalization. Includes a history of punishment and prisons, a study of rehabilitation in prisons and an analysis of the rights of inmates. (3 hr lecture)

CRJ 1383 Criminology 3 SH
Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

CRJ 2243 Riot Control 3 SH
Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

CRJ 2313 Police Operations 3 SH
Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

CRJ 2323 Criminal Law 3 SH
Local, state, and federal laws; their development, application, and enforcement (3 hr lecture)

CRJ 2333 Criminal Investigation 3 SH
Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)

CRJ 2393 Criminalistics 3 SH
Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)

CRJ 2413 Law of Evidence 3 SH
Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search and seizure, collection of evidence, discretion, and related topics (3 hr lecture)

CRJ 2513 Law Enforcement and the Juvenile 3 SH
The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile elective agencies. Processing, detention and disposition of cases. Statutes and court proceedings applied to juveniles. (3 hr lecture)

CRJ 2901 General Criminal Investigation Seminar 1 SH
Designed to acquaint the student with recent developments in the field of criminal investigations and with more advanced methods and techniques used in criminal investigations. (20 hr lecture)

CRJ 2912 Narcotics Investigation Seminar 2 SH
Designed to provide the student with educational experiences necessary to effectively identify and investigate narcotics violations. (40 hr lecture)

CRJ 2921 Homicide Investigation Seminar 1 SH
Designed to provide the student with educational experience necessary to effectively investigate homicide violations. (18 hr lecture)

CRJ 2931 Legal Matters Seminar 1 SH
Designed to provide the student with a general knowledge of criminal law and with specific legal procedures required to investigate violations of criminal statues. (20 hr lecture)

CRJ 2941 Motor Vehicle Theft Seminar 1 SH
State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

CRJ 2951 Sex Crimes Seminar 1 SH
The perversion, motivating influences in sex offenses, the obscene telephone caller and letter writer, homosexuality, the lust murderer, and the child molester, physical evidence in sex crimes, and state laws applicable to sex offenses. (29½ hr lecture)

CRJ 2961 Advanced Narcotics Investigation Seminar 1 SH
Advanced methods of narcotics and drug enforcement as well as newly developed specialized equipment (34 hr lecture)

CRJ 2971 Accident Investigation Seminar 1 SH
State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

CRJ 2982 Advanced Accident Investigation Seminar 2 SH
Designed to provide the student with an understanding of the traffic problem, the police role and reasons for accident investigation. Also identification, description, gathering, and recording of factual data necessary for planning an effective accident prevention program. (70 hr lecture and lab)

CRJ 2991 Police Management and Leadership Seminar 1 SH
Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

ECONOMICS

ECO 1133 Consumer Economics 3 SH
Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and cur-

rent economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in two-year secretarial science program. (3 hr lecture)

ECO 2113 Principles of Economics I (Macroeconomics) 3 SH
Introduction to economic principles, problems and policies with emphasis on the level of national income, employment, and prices (3 hr lecture)

ECO 2123 Principles of Economics II (Microeconomics) 3 SH
(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price and distribution theory under various degrees of competition. (3 hr lecture)

EDUCATION

EDU 1103 Essential College Skills I 3 SH
This course is designed to aid in the development of student potentials in four fundamental areas: improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. This course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. (3 hr lecture)

EDU 1203 Essential College Skills II 3 SH
A continuation of EDU 1103. (3 hr lecture)

EDU 1211 Self Affirmation 1 SH
Processes, activities, information to assist people to become more aware of their strengths and to improve their self concepts. (2 hr lecture)

EDU 1311 Orientation 1 SH
This course is designed to help freshman to adjust to college life. It includes a study of personal and social adjustment. It teaches effective study habits, reading methods, use of the library, note taking, report writing and gives the student guidance in collegiate life. This course is required of all academic freshman students.

EDU 1321 Career Exploration 1 SH
To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

EDU 1331 Specific Career Exploration 1 SH
Special emphasis will be placed on educational programs available in various fields.

EDU 1413 Improvement of Study 3 SH
Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

EDU 1613 Foundations in Education 3 SH
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. (3 hr lecture)

EDU 1811 Leadership and Organizational Skills Development 1 SH
A study of leadership styles and skills, roles and functions of officers of student organizations, parliamentary procedure, communication, conducting effective meetings, and working successfully with volunteers.

EDU 2613 Introduction to Secondary Education 3 SH
Early field experiences in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools.

ENGINEERING

EGR 2413 Engineering Mechanics 3 SH
(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

EGR 2423 Electric Circuit Theory 3 SH
(Prerequisite: PHY 2333; credit or registration in MAT 2623 and MAT 2913) Fundamental concepts of laws, network analysis and theorems, state variable formulation, forced and transient response, and steady-state response. (3 hr lecture)

ENGLISH

ENG 1103 Basic Studies in English 3 SH
(Prerequisite: Raymond Campus requires Placement Level 1; Utica Campus requires Placement Stanine 2 or below) Will not substitute for the English requirements in any curriculum. Stresses basic communication skills - writing sentences and paragraphs - with a review of mechanics, sentence patterns, and correct usage. Institutional credit only.

ENG 1113 English Composition I **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 3) Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II **3 SH**

(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1203 Fundamentals of Composition **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 2; Utica Campus requires "C" in ENG 1103) Basic communication skills, including a general review of grammar and mechanics, with emphasis on vocabulary building, sentence structure, paragraph development, and an introduction to the five-paragraph theme. Institutional credit only.

ENG 1213 Honors Composition I **3 SH**

(Prerequisite: Raymond Campus requires Placement Level 4) Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by recommendation. (3 hr lecture)

ENG 1223 Honors Composition II **3 SH**

(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies,the authors, and their writing. (3 hr lecture)

ENG 2333 English Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Survey of English literature from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writings.

ENG 2353 Honors English Literature I **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a B average in Freshman Composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II **3 SH**

(Prerequisite: Six semester hours in Freshman Composition) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have a least a B average in Freshman Composition. A study of English literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2423 World Literature I **3 SH**

(Prerequisite: ENG 1123) Selected writings of Greece, Rome, and Medieval Europe. A study of the world's outstanding literary works from antiquity to the Renaissance. (3 hr lecture)

ENG 2433 World Literature II **3 SH**

(Prerequisite: ENG 2423) A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Also, some contemporary works are selected, including a survey of outstanding Black writers. (3 hr lecture)

ENG 2913 Occupational Writing **3 SH**

(Prerequisite: Six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing **3 SH**

(Prerequisite: Six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing re-

quirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

GEOGRAPHY

GEO 1123 Introduction to Geography 3 SH
With a national basis, a broad survey of cultural, political, economic, and physical geography; social and environmental problem areas of the world; place-name studies; films, readings, and discussions; quizzes and written reports. (3 hr lecture)

GEOLOGY

GLY 1111 Physical Geology Laboratory 1 SH
Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 Physical Geology 3 SH
Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 Historical Geology Laboratory 1 SH
(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required of geology majors. (2 hr lab)

GLY 1123 Historical Geology 3 SH
Study of the earth, its history and development and its life as revealed by the character and fossil content of rock. (3 hr lecture)

GRAPHICS

GRA 1113 Mechanical Drawing I 3 SH
The use of instruments, geometric construction, orthographic projections, sectional views and lettering.**

GRA 1123 Mechanical Drawing II 3 SH
(Prerequisite: GRA 1113) Auxiliary views, dimensioning isometric projections, oblique drawings, and fasteners.**

GRA 1143 Graphic Communications 3 SH
Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study.*

GRA 1153 Visualization and Graphic Design 3 SH
(Prerequisite: GRA 1143 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. (Same as descriptive geometry.)*

GRA 1173 Architectural Drawing 3 SH
This course covers instruction in the elementary principles of planning and design, 1 floor 4 architectural lettering, symbols, and conventions as applied to architectural construction. Each student will be required to design and draw a set of working drawings for a small cottage.

*** For Engineering Students**
**** For Industrial Arts Students**

HEALTH, PHYSICAL EDUCATION, RECREATION

HPR 1111 General P.E. Activities 1 1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself.(2 hr lab)

HPR 1121 General P. E. Activities II 1 SH
This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 1213 Personal and Community Health I 3 SH
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)

HPR 1223 Personal and Community Health II 3 SH
A continuation of HPR 1213. (3 hr lecture)

HPR 1313 Introduction to Health, Physical Education and Recreation 3 SH
Introduction to the objectives, literature, and organizations of the professions. Analysis of successful teaching with discus-

sion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1531 Individual and Dual Sports I 1 SH
Lecture and practice in tennis.

HPR 1541 Individual and Dual Sports II 1 SH
Lecture and practice in tennis.

HPR 1551 Law Enforcement Fitness I 1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture and lab per semester)

HPR 1561 Law Enforcement Fitness II 1 SH
Rules and regulation of competitive sports, latest techniques of body exercises and efficient use of modern firearms utilized by law enforcement agencies. Off campus course open only to police science majors. (34 hr lecture & lab per semester.

HPR 1571 Dance I 1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 1581 Dance II 1 SH
Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 1613 Physical Education in Elementary School I 3 SH
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem solving situations. Theory and laboratory.

HPR 1623 Physical Education in Elementary School II 3 SH
A continuation of HPR 1613.

HPR 2111 General P.E. Activities III 1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2121 General P.E. Activities IV 1 SH
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. (2 hr lab)

HPR 2213 First Aid 3 SH
Instruction and practice in methods prescribed in the American Red Cross standard First Aid. (3 hr lecture)

HPR 2221 Water Safety and Lifesaving 1 SH
(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)

HPR 2323 Recreation Leadership 3 SH
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 Football Theory 3 SH
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 Basketball Theory 3 SH
(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 Athletic Training and Treatment of Injuries 3 SH
Practical study of safety and first aid, taping, bandaging, and use of heat, light and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work and proper method of procedures in training for sports. (3 hr lecture)

HPR 2451 Individual and Dual Sports 1 SH
Lecture and practice in tennis.

HPR 2483 Track Theory **3 SH**

Theory and techniques of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 hr lecture)

HPR 2531 Individual and Dual Sports **1 SH**

Lecture and practice in tennis.

HPR 2571 Dance III **1 SH**

Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HPR 2581 Dance IV **1 SH**

Advanced dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control.

HISTORY

HIS 1113 Western Civilization I **3 SH**

Survey of the history of man - government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. (3 hr lecture)

HIS 1123 Western Civilization II **3 SH**

A continued general survey of western civilization since 1660 A.D. (3 hr lecture)

HIS 1143 Honors Western Civilization I **3 SH**

Substitutes for HIS 1113. Survey of the history of man, government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 1153 Honors Western Civilization II **3 SH**

Substitutes for HIS 1123. Continuation of HIS 1143 including European colonization and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2213 American (US) History I **3 SH**

Survey of political, economic, and social development to 1877. (3 hr lecture)

HIS 2223 American (US) History II **3 SH**

Continued survey of U.S. history from reconstruction to present. (3 hr lecture)

HIS 2243 Honors American (US) History I **3 SH**

Substitutes for HIS 2213. Survey of political,economic, and social developments since 1877. Special projects and recitations required. Instructor's approval required. (3 hr lecture)

HIS 2253 Honors American (US) History II **3 SH**

Substitutes for HIS 2223. Continued survey of political,economic, and social developments since 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

HOME ECONOMICS

HEC 1111 Social Usage **1 SH**

The essentials of good manners and accepted standards of social usage. (1 hr lecture)

HEC 1121 Introduction to Home Economics **1 SH**

A survey of home economics designed to show the value of home economics in personal and family living as well as in professional opportunities. (1 hr lecture)

HEC 1213 Food Selection and Preparation **3 SH**

Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning. Preparation and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1233 Principles of Nutrition **3 SH**

A study of principles involved in food selection, food preparation and buying. Emphasis is placed on nutritive value of foods, planning, preparing and serving meals under typical home conditions.

HEC 1241 Survey Course in Nutrition (Non-Majors) **1 SH**

The study of nutrition concepts relating to health and human wellness. (1 hour lecture)

HEC 1253 Nutrition **3 SH**

Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle. Digestion, metabolism and body functions. (3 hr lecture)

HEC 1313 Elementary Clothing **3 SH**

Emphasis on standards for selection and construction of various fabrics. Experiences in construction. Presentation of garments and use of equipment. Required of majors in home economics; elective for others. (1 hr lecture, 4 hr lab)

HEC 1353 Art of Dress and Personal Grooming **3 SH**

Application of design principles of selection and coordination of clothing accessories. Emphasis is placed on individual grooming, figure problems, make-up techniques, and personal appearance for occupations and careers. (3 hr lecture)

HEC 2213 Meal Management **3 SH**

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

HEC 2313 Clothing Construction **3 SH**

(Prerequisite: HEC 1313) Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. (1 hr lecture, 4 hr lab)

HEC 2343 Design **3 SH**

The use of art elements, principles and harmonies in various media.Study of designers and artists and their contribution to dress. (3 hr lecture)

HEC 2413 Introduction to Home Furnishing **3 SH**

Study of housing standards, factors influencing the selection of family shelter, house planning in relation to needs and income, and the selection and arrangement of household furniture and furnishings. (3 hr lecture)

HEC 2813 Marriage and Family Living **3 SH**

Designed to give a better understanding of the factors that contribute to success and happiness in marriage and family relationships. Readings to supplement the text. Open to men and women (3 hr lecture)

HEC 2833 Parental and Infant Care **3 SH**

The study of parental and maternal hygiene; care of infants from birth through the first year of life. Open to all students. (3 hr lecture)

INDUSTRIAL EDUCATION

IED 1123 General Shop **3 SH**

Designed to acquaint students with the organization and administration of general shop programs. Attention will be given to program planning, equipment selection and safety. (3 hr lecture)

IED 1213 Woodworking **3 SH**

A course designed to develop skills, knowledge, and appreciation in the care and use of woodworking tools, materials processes and products. Principles of construction by hand tools and machine processes are studied.

IED 1813 Basic Electricity and Electronics **3 SH**

This course is designed to offer instruction in the fundamental theory of both alternating and direct currents. It includes such studies as electrical laws and interpretations. It also includes wiring diagrams for practically all types of appliances and the study of the electrical code and its application. (3 hr lecture)

JOURNALISM

JOU 1111 College Publications I **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1121 College Publications II **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 1313 Principles of Journalism I **3 SH**

Fundamentals of newspaper writing, combined with actual working experience on the staff of the HINDSONIAN, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)

JOU 1323 Principles of Journalism II **3 SH**

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

JOU 2111 College Publication III **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 2121 College Publication IV **1 SH**

Participation in the production of the college newspaper or yearbook.

JOU 2512 Beginning Photography 2 SH

An introduction to basic photography. Students learn to take pictures, process film and print pictures. No previous experience required.

JOU 2523 Advanced Photography 3 SH

(Prerequisite: Beginning Photography or permission of the instructor) Advanced camera and darkroom techniques. Emphasis is placed on the composition and use of photography. Color film processing.

MATHEMATICS

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and /or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the Counseling Office or the Mathematics Department.

MAT 1103 Basic Mathematics 3 SH

(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any program of study. Designed for students whose arithmetic skills are deficient. (3 hr lecture)

MAT 1203 Elementary Algebra 3 SH

(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any program of study. Institutional credit only. (3 hr lecture)

MAT 1213 College Mathematics I 3 SH

A course in the mathematical concepts and techniques necessary for general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. (3 hr lecture)

MAT 1233 Intermediate Algebra 3 SH

(Prerequisite: Math Placement Level 3) Linear equations and inequalities, exponents, polynomials, rational expressions, powers, roots, radicals, quadratic equations and inequalities, first degree equations of two variables. (3 hr lecture)

MAT 1313 College Algebra 3 SH

(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two ore more variables, relations; functions and graphs; theory of equations; the binomial theorem; and other selected topics.(3 hr lecture)

MAT 1323 Trigonometry 3 SH

(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 Finite Mathematics 3 SH

(Prerequisite: MAT 1313) Applications of college algebra and calculus to problems involving business decision-making. The topics included in this course are: cost-output, break-even, supply and demand, linear programming, maxima and minima, producers and consumers' surplus, and mathematics of finance. (3 hr lecture)

MAT 1343 Elementary Functions 3 SH

(Prerequisite: 2 credits of high school algebra and 1 credit in high school advanced mathematics with a minimum grade of B in each; Math Level IV) Encompasses college algebra and trigonometry. Topics included: polynomial, rational, trigonometric, logarithmic and exponential functions. (3 hr lecture)

MAT 1443 Mathematics for Teachers I 3 SH

(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 Mathematics for Teachers II 3 SH

(Prerequisite: MAT 1443) Continuation of Mathematics for Teachers I. Informal geometry, measurement and basic ideas of probability. (3 hr lecture)

MAT 1613 Calculus I 3 SH

(Prerequisite: credit for or registration in MAT 1313 and or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative, differentation of algebraic functions; applications of derivatives. (3 hr lecture)

MAT 1623 Calculus II 3 SH

(Prerequisite: MAT 1613) Antiderivatives; the definite integral; applications of definite integrals; transcendental functions; introduction to integration. (3 hr lecture)

MAT 1753 Liberal Arts Mathematics 3 SH
(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)

MAT 1815 Calculus I* 3 SH
(Prerequisite: MAT 1313, 1323)This course includes coordinate systems, basic theorems of analytical geometry, functions, limits, continuity, the derivative, the integral, differentiation and integration of algebraic functions, polynomial curves, applications of the derivative, the differential, trigonometric functions, inverse trigonometric functions, and transcendental functions.

MAT 1825 Calculus II* 5 SH
(Prerequisite: MAT 1815) This course includes a study of conics, parametric equations, hyperbolic functions, indeterminate forms, the definite integral, methods of integration, applications of integration, solid analytical geometry, partial differentiation and applications, quadratic surfaces, centroids, double integral.

MAT 2113 Introduction to Linear Algebra 3 SH
(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2613 Calculus III 3 SH
(Prerequisite: MAT 1623) Techniques of integration; conics; polar coordinates; indeterminate forms; improper integrals, infinite series. (3 hr lecture)

MAT 2623 Calculus IV 3 SH
(Prerequisite: MAT 2613) Parametric equations; vectors in the plane; solid analytic geometry; vector functions; functions of two or more variables; multiple integrals. (3 hr lecture)

MAT 2815 Calculus III* 5 SH
(Prerequisite: MAT 1825) This course includes a study of multiple integrals, power series and operations, approximate integration, differential equations of first order.

MAT 2913 Differential Equations 3 SH
(Prerequisite: credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

***Utica Campus Only**

MILITARY SCIENCE

MSC 1111 Fundamentals of Leadership and Management I 1 SH
An introduction to the U.S. Army and the Reserve Officers' Training Corps. (1 hr lecture, 1 hr lab)

MSC 1121 Fundamentals of Leadership and Management II 1 SH
A study of military first aid tasks and procedures. (1 hr lecture, 1 hr lab)

MSC 1213 Leadership/Military Teaching Principles 3 SH
A study of psychological , physiological, and sociological factors affecting human behavior as well as practice in the application of sound principles of leadership to common place problems, principles, methods and techniques fundamental to military instruction and practical application in the preparation, presentation, and evaluation of instruction.

MSC 2111 American Military History 1 SH
A study of American Military History. (2 hrs lecture, 1 hr lab)

MSC 2112 Applied Leadership and Management I 2 SH
A study of nuclear, biological and chemical weapons, tactical operations, and leadership (2 hr lecture, 1 hr lab)

MSC 2121 Introduction to Tactics and Operations 1 SH
Leadership theory and the platoon leaders, weapons, and land navigation. (2 hr lecture, 1 hr lab)

MSC 2122 Applied Leadership and Management II 2 SH
An introductory study of land navigation and Army training management. (2 hr lecture, 1 hr lab)

MODERN LANGUAGE

NOTE: For the student who plans to graduate from a four-year school that requires language for graduation, all required hours taken must be in the same language.

The four-year colleges will not allow credit for the first semester of the elementary couse of any foreign language until the student has taken and passed the second semester for the same language.

MFL 1113 Elementary French I **3 SH**
For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture)

MFL 1123 Elementary French II **3 SH**
(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills (3 hr lecture)

MFL 1213 Elementary Spanish 1 **3 SH**
For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading and composition. (3 hr lecture)

MFL 1223 Elementary Spanish II **3 SH**
(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture)

MFL 1313 Elementary German I **3 SH**
For beginning students and those with no more than one year of high school German. Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture)

MFL 1323 Elementary German II **3 SH**
(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture)

MFL 2113 Intermediate French I **3 SH**
(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture)

MFL 2123 Intermediate French II **3 SH**
(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture)

MFL 2213 Intermediate Spanish I **3 SH**
(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture)

MFL 2223 Intermediate Spanish II **3 SH**
(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213 (3 hr lecture)

MFL 2243 Spanish Conversation I **3 SH**
(Prerequisite: MFL 1223 or equivalent) Conversation and composition. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. (3 hr lecture)

MFL 2253 Spanish Conversation II **3 SH**
(Prerequisite: MFL 1223 or equivalent) May be taken concurrently with MFL 2223 but not before MFL 2223 except with permission of the instructor. (3 hr lecture)

MFL 2313 Intermediate German I **3 SH**
(Prerequisite: MFL 1323 equivalent) Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture)

MFL 2323 Intermediate German II **3 SH**
(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture)

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice & Woodwinds)

BRASS

MUA 1111 Class Brass I **1 SH**
Lessons in rudiment of Brass instruments. (2 hr lab)

MUA 1121 Class Brass II **1 SH**
(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1141 Elective Brass I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1151 Elective Brass II **1 SH**
(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. Second semster instruction. (1 hr practice daily)

MUA 1172 Music Ed. Brass I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hr practice daily)

MUA 1173 Brass Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music Majors. (2 half-hr lesson per week, 3 hrs practice daily)

MUA 1182 Music. Ed. Brass II **2 SH**
(Prerequisite: MUA 1172 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1183 Brass Major II **3 SH**
(Prerequisite: MUA 1173, or audition) Second semester private instruction for Music Majors. (2 half-hr lessons per weeks, 3 hrs practice daily)

MUA 2141 Elective Brass II **1 SH**
(Prerequisite: MUA 1151 or audition) Continuation of MUA 1151. Third semester instruction. (1 hr practice daily)

MUA 2151 Elective Brass IV **1 SH**
(Prerequisite: MUA 2141 or audition) Continuation of MUA 2141. Fourth semester (1 hr practice daily) Continuation of MUA 2141.

MUA 2172 Music Ed. Brass III **2 SH**
(Prerequisite: MUA 1182 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week - 2 hrs practice daily)

MUA 2173 Brass Major III **3 SH**
(Prerequisite: MUA 1183 or audition) Third semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2182 Music Ed. Brass IV **2 SH**
(Prerequisite: MUA 2172 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week - 2 hrs practice daily)

MUA 2183 Brass Major IV **3 SH**
(Prerequisite: MUA 2173 or audition) Fourth semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

GUITAR

MUA 1211 Class Guitar I **1 SH**
Lessons in rudiments of guitar (2 hrs lab)

MUA 1221 Class Guitar II **1 SH**
(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211 (2 hrs lab)

MUA 1241 Elective Guitar I **1 SH**
(Prerequisite: Audition) First semester private instruction (1 hr practice daily)

MUA 1251 Elective Guitar II **1 SH**
(Prerequisite: MUA 1241 or audition) Continuation of MUA 1241. Second semester private instruction. (1 hr practice daily)

MUA 2241 Elective Guitar III **1 SH**
(Prerequisite: MUA 1251 or audition) Continuation of MUA 1251. Third semester private instruction. (1 hr practice daily)

MUA 2251 Elective Guitar IV **1 SH**
(Prerequisite: MUA 2241 or audition) Continuation of MUA 2241 or audition) Continuation of MUA 2241. Fourth semester private instruction. (1 hr practice daily)

ORGAN

MUA 1331 Elective Organ I **1 SH**
(Prerequisite: Piano Audition) First semester private instruction. (1 hr practice daily)

MUA 1341 Elective Organ II **1 SH**
(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. Second semester private instruction. (1 hr practice daily)

MUA 1362 Music Education Organ I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lesson per week, 2 hrs practice daily)

MUA 1372 Music Education Organ II **2 SH**
(Prerequisite: MUA 1362 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1363 Organ Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1373 Organ Major II **3 SH**
(Prerequisite: MUA 1363 or audition) Second semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2331 Elective Organ III **1 SH**
(Prerequisite: MUA 1341 or audition) First semester private instruction. Third semester, private instruction. (1 hr practice daily)

MUA 2341 Elective Organ IV **1 SH**
(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. Fourth semester private instruction. (1 hr practice daily)

MUA 2362 Music Education Organ III **2 SH**
(Prerequisite: MUA 1372 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2363 Organ Major III **3 SH**
(Prerequisite: MUA 1373 or audition) Third semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2372 Music Education Organ IV **2 SH**
(Prerequisite: MUA 2362 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2373 Organ Major IV **3 SH**
(Prerequisite: MUA 2363 or audition) Fourth semester instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

PERCUSSION

MUA 1411 Class Percussion I **1 SH**
Lessons in rudiment of percussion instrument. (2 hrs lab)

MUA 1421 Class Percussion II **1 SH**
(Prerequisite: MUA 1411 or audition) Continuation of MUA 1411. (2 hrs lab)

MUA 1441 Elective Percussion I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1451 Elective Percussion II **1 SH**
(Prerequisite: MUA 1441 or audition) Continuation of MUA 1414. Second semester private instruction. Second semester. (1 hr practice daily)

MUA 1472 Percussion Education Major I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1473 Percussion Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1482 Percussion Education Major II **2 SH**
(Prerequisite: MUA 1472 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hour lessons per week, 2 hrs practice daily)

MUA 1483 Percussion Major II **3 SH**
(Prerequisite: MUA 1473 or audition) Second semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2441 Elective Percussion III **1 SH**
(Prerequisite: MUA 1451 or audition) Continuation of MUA 1451. Third semester private instruction (1 hr practice daily)

MUA 2451 Elective Percussion IV **1 SH**
(Prerequisite: MUA 2441 or audition) Continuation of MUA 2441 or audition) Continuation of MUA 2441. Fourth semester private instruction. (1 hr practice daily)

MUA 2472 Percussion Education Major III **2 SH**
(Prerequisite: MUA 1482 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2473 Percussion Major III **3 SH**
(Prerequisite: MUA 1483 or audition) Third semester private instruction for Music majors (2 half-hr lessons per week; 3 hrs practice daily)

MUA 2482 Percussion Education Major IV **2 SH**
(Prerequisite: MUA 2472 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2483 Percussion Major IV **3 SH**
(Prerequisite: MUA 2473 or audition) Fourth semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

PIANO

MUA 1511 Class Piano I **1 SH**
For students who have no previous keyboard experience. (2 hrs lab)

MUA 1521 Class Piano II **1 SH**
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hrs lab)

MUA 1541 Elective Piano I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1551 Elective Piano II **1 SH**
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. Second semester private instruction. (1 hr practice daily)

MUA 1572 Music Education Piano I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs. practice daily)

MUA 1573 Piano Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1582 Music Education Piano II **2 SH**
(Prerequisite: MUA 1572 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1583 Piano Major II **3 SH**
(Prerequisite: MUA 1573 or audition) Second semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2511 Class Piano III **1 SH**
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hrs lab)

MUA 2521 Class Piano IV **1 SH**
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)

MUA 2541 Elective Piano III **1 SH**
(Prerequisite: MUA 1551 or audition) Continuation of MUA 1551. Third semester private instruction. (1 hr practice daily)

MUA 2551 Elective Piano IV **1 SH**
(Prerequisite: MUA 2541 or audition) Continuation of MUA 2541. Fourth semester private instruction. (1 hr practice daily)

MUA 2572 Music Education Piano III **2 SH**
(Prerequisite: MUA 1582 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2573 Piano Major III **3 SH**
(Prerequisite: MUA 1583 or audition.) Third semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs. practice daily)

MUA 2582 Music Education Piano IV **2 SH**
(Prerequisite: MUA 2572 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2583 Piano Major IV **3 SH**
(Prerequisite: MUA 2573 or audition) Fourth semester private instruction for Music majors. (2 half-hr lesson per week, 3 hrs practice daily)

STRINGS

MUA 1611 Class Strings I **1 SH**
Lessons in rudiment of strings. (2 hrs lab)

MUA 1621 Class Strings II **1 SH**
(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hrs lab)

MUA 1641 Elective Strings I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1651 Elective Strings II **1 SH**
(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. Second semester private instruction. (1 hr practice daily)

MUA 1672 Music Education Strings I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1682 Music Education Strings II **2 SH**
(Prerequisite: MUA 1672 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2641 Elective Strings III **1 SH**
(Prerequisite: MUA 1651 or audition) Continuation of MUA 1651. Third semester private instruction.(1 hr practice daily)

MUA 2651 Elective Strings IV **1 SH**
(Prerequisite: MUA 2641 or audition) Continuation of MUA 2641. Fourth semester private instruction. (1 hr practice daily)

MUA 2672 Music Education Strings III **2 SH**
(Prerequisite: MUA 1682 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2682 Music Education Strings IV **2 SH**
(Prerequisite: MUA 2672 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily.)

VOICE

MUA 1711 Class Voice I **1 SH**
Lessons in the fundamental aspects of vocal arts. (2 hrs lab)

MUA 1721 Class Voice II **1 SH**
(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hrs lab)

MUA 1741 Elective Voice I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1751 Elective Voice II **1 SH**
(Prerequisite: MUA 1741 or audition) Second semester private instruction. (1 hr practice daily)

MUA 1772 Music Education Voice I **2 SH**
(Prerequisite: Audition) First semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1773 Voice Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1782 Music Education Voice II **2 SH**
(Prerequisite: MUA 1772 or audition) Second semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1783 Voice Major II **3 SH**
(Prerequisite: MUA 1773 or audition) Second semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2741 Elective Voice III **1 SH**
(Prerequisite: MUA 1751 or audition) Third semester private instruction. (1 hr practice daily)

MUA 2751 Elective Voice IV **1 SH**
(Prerequisite: MUA 2741 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2772 Music Education Voice III **2 SH**
(Prerequisite: MUA 1782 or audition) Third semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2773 Voice Major III **3 SH**
(Prerequisite: MUA 1783 or audition) Third semester instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2782 Music Education Voice IV **2 SH**
(Prerequisite: MUA 2772 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2783 Voice Major IV **3 SH**
(Prerequisite: MUA 2773 or audition) Fourth semester instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

WOODWINDS

MUA 1811 Class Woodwinds I **1 SH**
Lessons in rudiments of woodwind instruments. (2 hrs lab)

MUA 1821 Class Woodwinds II **1 SH**
(Prerequisite MUA 1811 or audition) Continuation of MUA 1811 (2 hrs lab)

MUA 1841 Elective Woodwinds I **1 SH**
(Prerequisite: Audition) First semester private instruction. (1 hr practice daily)

MUA 1851 Elective Woodwinds II **1 SH**
(Prerequisite: MUA 1841 or audition) Second semester instruction. (1 hr practice daily)

MUA 1872 Music Education Woodwinds I **2 SH**
(Prerequisite: Audition) First semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1873 Woodwinds Major I **3 SH**
(Prerequisite: Audition) First semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1882 Music Education Woodwinds II **2 SH**
(Prerequisite: MUA 1872 or audition) Second semester instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1883 Woodwinds Major II **3 SH**
(Prerequisite: MUA 1873 or audition) Second semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2841 Elective Woodwinds III **1 SH**
(Prerequisite: MUA 1851 or audition) Third semester instruction. (1 hr practice daily)

MUA 2851 Elective Woodwinds IV **1 SH**
(Prerequisite: MUA 2841 or audition) Fourth semester private instruction. (1 hr practice daily)

MUA 2872 Music Education Woodwinds III **2 SH**
(Prerequisite: MUA 1882 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2873 Woodwinds Major III **3 SH**
(Prerequisite: MUA 1883 or audition) Third semester private instruction for Music majors (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2882 Music Education Woodwinds IV **2 SH**
(Prerequisite: MUA 2872 or audition) Fourth semester private instruction for Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2883 Woodwinds Major IV **3 SH**
(Prerequisite: MUA 2873 or audition) Fourth semester private instruction for Music majors. (2 half-hr lessons per week, 3 hrs practice daily)

MUSIC FOUNDATIONS (HISTORY, LITERATURE, THEORY)

MUS 1113 Music Appreciation **3 SH**
(Non Majors) Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture.

MUS 1123 Music Survey (Majors) **3 SH**
A listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.(3 hr lecture)

MUS 1133 Fundamentals of Music **3 SH**
Provides the student with basic knowledge of notation, scales, keys, rhythm, intervals, triads, and their inversion. (3 hr lecture)

NOTE: MUS 1133 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1133 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

MUS 1214 Theory I **4 SH**
(Prerequisite: MUS 1133 or successful completion of Theory Placement Test and concurrent enrollment in band or choir and piano). Vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work and correlated aural dictation and sight-singing. Required of music majors. (3 hr lecture, 2 hr lab)

MUS 1224 Theory II **4 SH**
(Prerequisite: MUS 1214 and concurrent enrollment in band or choir, and piano) Continuation of MUS 1214. (3 hr lecture, 2 hr lab)

MUS 1910 Recital Class I **0 SH**
A performance class required of all music majors and minors.

MUS 1920 Recital Class II **0 SH**
A performance class required of all music majors and minors.

MUS 2214 Theory III **4 SH**
(Prerequisite: MUS 1224 and concurrent enrollment in band or choir and piano) Continuation of MUS 1224 (3 hr lecture, 2 hr lab)

MUS 2224 Theory IV **4 SH**
(Prerequisite: MUS 2214 and concurrent enrollment in band or choir and piano) Continuation of MUS 2214. (3 hr lecture, 2 hr lab)

MUS 2313 Music History I **3 SH**
(Prerequisite: MUS 1123 and 1224 and consent of department chairman) Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn and Mozart; advent of Beethoven; American musical development. (3 hr lecture)

MUS 2323 Music History II **3 SH**
(Prerequisite: MUS 1123 and MUS 1224 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

MUS 2413 The Business of Music - Management and Booking **3 SH**
Basic information designed to give the student an understanding of the problems and solutions relating to the management and booking of artists in all fields of the entertainment community.

MUS 2423 The Business of Music - The Music Recording Industry **3 SH**
Basic information designed to acquaint the student with studio techniques as well as the problems related to publishing, copyright, royalties and merchandising.

MUS 2513 Music for Children **3 SH**
A study of the fundamentals of music, sightreading and terminology.

MUS 2910 Recital Class III **0 SH**
A performance class required of all music majors and minors.

MUS 2920 Recital Class IV **0 SH**
A performance class required of all music majors and minors.

MUSIC ORGANIZATIONS (BAND, STAGE BAND & CHOIR)

MUO 1111 Band I **1 SH**
(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)

MUO 1121 Band II **1 SH**
(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111 (5 hr lab)

MUO 1171 Stage Band I **1 SH**
(Prerequisite: Audition) Organized to serve the college at concerts and other public and special functions. (3 hr lab)

MUO 1181 Stage Band II **1 SH**
(Prerequisite: Audition) Continuation of MUO 1171. (3 hr lab)

MUO 1211 Choir I **1 SH**
(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)

MUO 1221 Choir II **1 SH**
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211 (3 hr lab)

MUO 2111 Band III **1 SH**
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121 (5 hr lab)

MUO 2121 Band IV **1 SH**
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111 (5 hr lab)

MUO 2171 Stage Band III **1 SH**
(Prerequisite: Audition) Continuation of MUO 1181 (3 hr lab)

MUO 2181 Stage Band IV **1 SH**
(Prerequisite: Audition) Continuation of MUO 2171. (3 hr lab)

MUO 2211 Choir III **1 SH**
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221 (3 hr lab)

MUO 2221 Choir IV **1 SH**
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211 (3 hr lab)

NURSING

NUR 1118 Nursing Science I **8 SH**
(Prerequisite: BIO 1514 and 1524. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychosocial relationships and communication skills included. (4 hr lecture, 8 hr lab)

NUR 1129 Nursing Science II **9 SH**
(Prerequisite: Nursing Science I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (5 hr lecture, 8 hr lab)

NUR 1211 Nursing Drugs and Calculations **1 SH**
Reviews general mathematics and presents metric-apothecary conversions, calculations of oral and parenteral dosages, children's dosage, drug classifications, and abbreviations and symbols. Special attention is given to clinical work problems.

NUR 2112 Nursing Science III **12 SH**
(Prerequisite: Nursing Science II. Prerequisite or co-requisite: BIO 2924) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122 Nursing Science IV **12 SH**
(Prerequisite: Nursing Science III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr. lab)

PHILOSOPHY AND BIBLE

PHI 1113 Old Testament Survey **3 SH**
Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 New Testament Survey **3 SH**
This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts and the other New Testament books. (3 hr lecture)

PHI 2113 Introduction to Philosophy I **3 SH**
Introduction to systematic and philosophical thinking and study of significant trends of philosophy both past and present. The emphasis is on learning how to think properly and how to enhance one's own personal philosophy. (3 hr lecture)

PHI 2123 Introduction to Philosophy II **3 SH**
Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2613 World Religions **3 SH**
Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. (3 hr lecture)

PHI 2713 Logic **3 SH**
The principles and methods of sound reasoning with an emphasis on practical application. Areas of study will include induction, symbolic logic, language, critical thinking skills, and common fallacies of reasoning. (3 hr lecture)

PHYSICS

PHY 1113 Astronomy I **3 SH**
Solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night, (3 hr lecture)

PHY 1123 Astronomy II **3 SH**
Continuation of PHY 1113. (3 hr lecture)

PHY 2213 Physical Science Survey I **3 SH**
Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)

PHY 2223 Physical Science Survey II **3 SH**
Continuation of PHY 2213. A survey of chemistry, geology, and meterology. (3 hr lecture)

PHY 2243 Physical Science Survey I **3 SH**
Designed for the non-technical students. A survey of laws of physics and astronomy. (2 hr lecture, 2 hr lab)

PHY 2253 Physical Science Survey II **3 SH**
Designed for the non-technical student. A survey of chemistry, meteorology, and geology. (2 hr lecture, 2 hr lab)

PHY 2313 Physics with Calculus - I **3 SH**
(Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2323 Physics with Calculus - II **3 SH**
(Prerequisite: PHY 2313, Prerequisite or co-requisite: MAT 1623) Laws of heat, sound, and light, (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2333 Physics with Calculus - III **3 SH**
(Prerequisite: PHY 2323. Prerequisite or co-requisite: MAT 1613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)

PHY 2414 General Physics I **4 SH**
(Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently) Laws of mechanics, fluids, heat, and sound. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine and related fields. (3 hr lecture, 2 hr lab)

PHY 2424 General Physics II **4 SH**
(Prerequisite: PHY 2414) Continuation of PHY 2414. Laws of light, electricity, magnetism and modern physics. (3 hr lecture, 2 hr lab)

POLITICAL SCIENCE

PSC 1113 American National Government **3 SH**
U.S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)

PSC 1123 American State and Local Government **3 SH**
A study of the relationship between state and federal government and between states and their subdivisions, organizations, function and operation of executive, legislative, judiciary: election and suffrage generally, Mississippi particularly. (3 hr lecture)

PSC 2113 Comparative Government **3 SH**
(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

PSYCHOLOGY

PSY 1513 General Psychology I **3 SH**
Introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development; principles of learning; motivation; sensation and perception; thinking; intelligence; and statistics. (3 hr lecture)

PSY 1523 General Psychology II **3 SH**
(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes emotion; personality, methods of adjustment, abnormal behavior and therapy; group processes; and industrial psychology. (3 hr lecture)

EPY 2513 Human Growth & Development I (Child Psychology) **3 SH**
(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. (3 hr lecture)

EPY 2523 Human Growth & Development II (Adolescent Psychology) 3 SH
(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school and in the larger sociocultural environment. (3 hr lecture)

EDU 2543 Educational Psychology 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Examination of learning, learning styles, learning problems behaviors, and approaches to behavior management; includes measurement, motivation, and communication.

READING

REA 1103 Developmental Reading 3 SH

(Utica Campus requires Placement Stanine 2 or below) Special reading instruction for students deficient in basic reading skills. Stresses functional word attack, comprehension, and vocabulary skills. Institutional credit only. (3 hr lecture)

REA 1203 Developmental Reading ii 3 SH

A continuation of REA 1103.(3 hr lecture)

REA 1213 Reading Improvement 3 SH

Develops reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests. (3 hr lecture)

REA 1233 Speed Reading 3 SH

Practice with laboratory equipment according to the needs of the individual emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests and in taking standardized tests. Stimulation for reading in depth. (3 hr lecture)

EDU 1413 Improvement of Study 3 SH

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

SOCIOLOGY

SOC 1113 Introduction To Social Science i 3 SH

The fundamental principles of sociology are presented in an interesting and practical manner for the beginner. (3 hr lecture)

SOC 1123 Introduction to Social Science ii 3 SH

(Prerequisite: SOC 1113) A study of changes since the Industrial Revolution and the roles followed by the individual's interaction between individuals and groups. (3 hr lecture)

SOC 1513 Ethnic Relations 3 SH

A study of the economic, political, educational, and racial status of ethnic minorities in the United States. Also, the relation between minority and dominant groups is surveyed.

SOC 2113 Introduction to Sociology 3 SH

Lecture course dealing with a body of scientific knowledge about human relationships. Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual, the group, and the institution. (3 hr lecture)

SOC 2133 Social Problems 3 SH

(Prerequisite: SOC 2113) A study of the nature, scope and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster: family problems include the aged, mentally ill, and retarded. (3 hr lecture)

SOC 2143 Marriage and Family 3 SH

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and socio-economic adjustments of society. (3 hr lecture)

SOC 2153 The Family 3 SH

(Prerequisite: SOC 2113) The family institution with special emphasis on the contemporary American family. (3 hr lecture)

SOC 2163 Introduction to Social Work 3 SH

A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. (3 hr lecture)

SOC 2173 Society and Technology 3 SH

A sociological study of interaction and institutions with emphasis on the impact of impending technology. The student will gain an understanding of the social and cultural processes related to coping with changes brought about by technology and will seek to see how these changes will affect the future. This view of the infrastructure will present various options to be considered when facing the changing question of how to design a positive environment for future generations. (3 hr lecture)

SOC 2243 Cultural Anthropology (ETV) 3 SH

This course is a general introductory one in cultural anthropology which examines the process of culture and personality development. Also examined are the methods and techniques employed by the anthropologist in the study of this sub-

ject. Included are studies of primitive culture, demonstrations of the precision required in archaeological examinations and interviews with outstanding anthropologists. (3 hr lecture)

SOC 2253 Introduction to Gerontology 3 SH
(Prerequisite: SOC 2113) Systematic study of the psychological, physical and social conditions of aging adults in society - with emphasis on health, interpersonal problems, housing, employment, retirement/widowhood, exploitation, and death.

SPEECH & THEATRE

SPT 1103 Basic Speaking and Listening 3 SH
Institutional credit only. Will not substitute for the speech requirements in any curriculum. Stresses basic communication skills - speaking with groups and individuals and listening to individuals and groups.

SPT 1113 Oral Communications (Principles of Speech) 3 SH
Fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 Argumentation & Debate I 3 SH
Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1153 Voice and Diction 3 SH
(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1183 Human Communication I 3 SH
To help the viewer recognize the extent to which communication functions in life; how inability to communicate effectively contributes to many problems (personal, community, worldwide); how effective communication can lead to a better life and a better society; and how one's skill as a communicator determines, to a great extent, worth to self, to others and to society. (Thirty 30-minute ETV lessons plus other assignments.)

SPT 1213 Fundamentals of Theatre 3 SH
Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1222 Theatre Makeup 2 SH
(Prerequisite: SPT 1213 and SPT 1233, or consent of instructor) Techniques and application of makeup for the stage. (3 hr lab)

SPT 1233 Acting I 3 SH
Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 Drama I 1 SH
Participation in college drama productions.

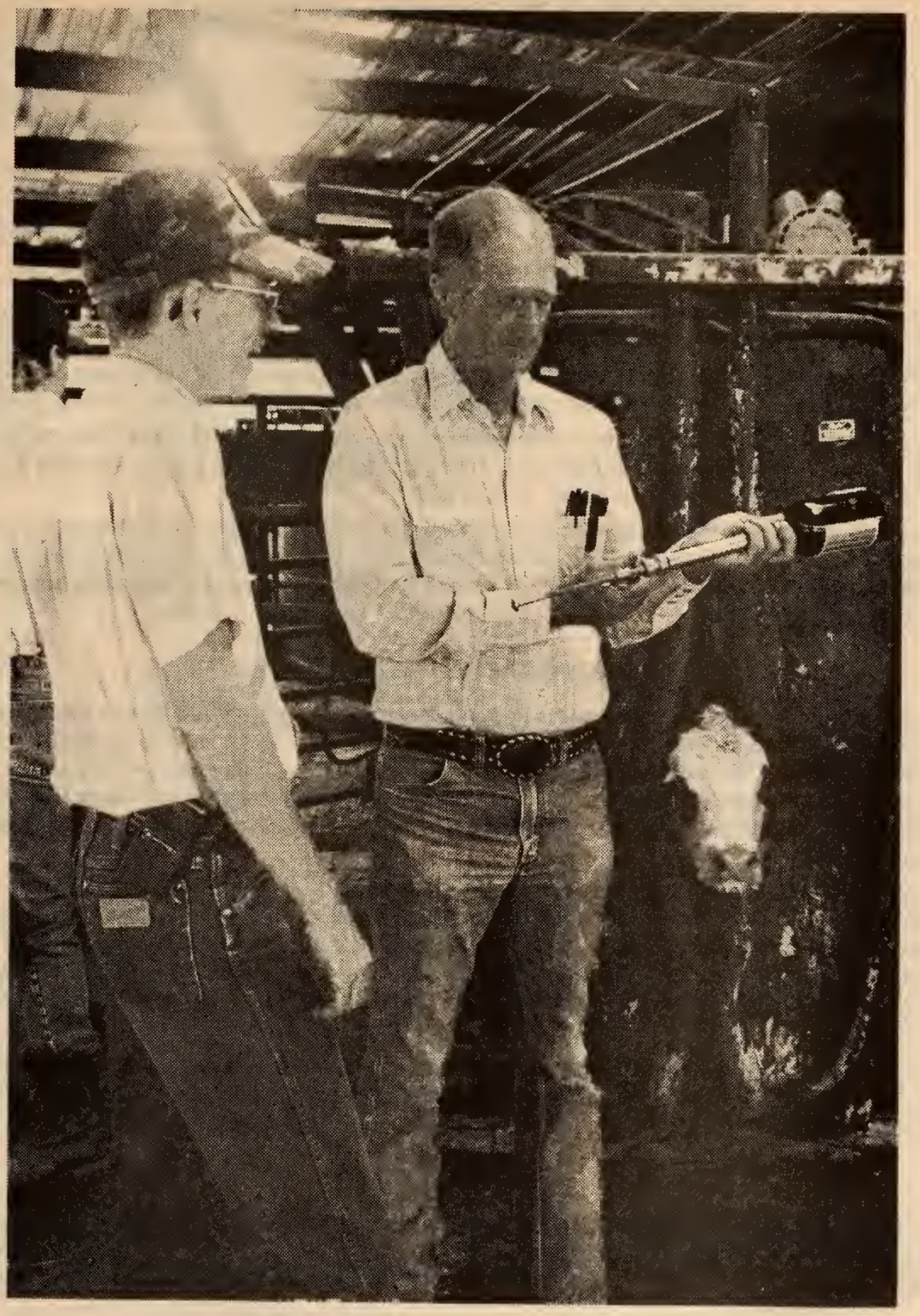
SPT 1251 Drama II 1 SH
Participation in college drama productions.

SPT 2241 Drama III 1 SH
Participation in college drama productions.

SPT 2251 Drama IV 1 SH
Participation in college drama productions.

SPT 2143 Oral Interpretation 3 SH
(Prerequisite: SPT 1113, or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

SPT 2223 Stagecraft 3 SH
(Corequisite: SPT 1241, 1251, 1261 or 1271) Stagecraft, lighting, and production techniques for the theatre. (3 hr lecture)



V
Technical Programs and Course Descriptions

ASSOCIATE IN APPLIED SCIENCE DEGREE FOR TWO-YEAR TECHNICAL STUDENTS

English	6
Mathematics and/or Science	6
Behavioral or Social Science	3
Humanities or Fine Arts	3
Specified Applied Science Field	24
Electives	20
PE, Military Sci or March Band	2
	64

Technical students following the program of study listed above will be eligible for the AAS degree but will not automatically receive a certificate of completion in a particular field of study.

State standards require that each degree program contain a fifteen (15) semester hour general education core made up of courses from each of these areas: humanities or fine arts; mathematics or natural science; behavioral or social sciences.

The Hinds Community College requirement of 6 semester hours math or science for the AAS degree can be met using TRS Business Mathematics or Technical Mathematics. These course will not serve to meet the math or science requirment in the 15 semester hours general education component.

If a math course is used to meet the 15 semester hours general education requirement as set forth by Southern Association of Colleges and Schools and the Mississippi Board for Community and Junior Colleges, this course must be college algebra or higher. The 15 semester hours general education requirement can be met using a science course rather than a mathematics course in most cases.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Cooperative Education. This office excercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits. UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341.

AGRICULTURAL TECHNOLOGY

FRESHMAN
Fall Semester

ENG 1113	English Composition I	3
*	Math/Science	3
TAG 2514	Livestock Management I	4
AGR 1413	Farm Machinery	3
AGR 1313	Plant Science	3
TAG 1211	Professional Development I	1
		17

Spring Semester

ENG	1123	English Composition II	3
TAG	2723	Agribusiness Human Relations	3
AGR	2314	Basic Soils	4
TAG	2763	Microcomputer Applications in Agriculture	3
TAG	2524	Livestock Management II	4
TAG	1221	Professional Development II	1
			18

Summer Semester

**TAG	1816	Summer Internship	6

SOPHOMORE
Fall Semester

TAG	2134	Agricultural Business Management	4
TAG	2773	Agricultural Financial Records	3
TAG	2433	Agricultural Marketing Techniques	3
BIO	1133	General Biology	3
TAG	2623	Physiology of Reproduction	3
TAG	2211	Professional Development III	1
			18

Spring Semester

TAG	2163	Agricultural Law	3
TAG	2534	Agricultural Sales and Advertising	4
TAG	2413	Farm Management	3
AGR	2223	Feeds & Feeding	3
		Behavioral or Social Science Elective	3
TAG	2221	Professional Development IV	1
			17

* Selected with approval of program advisor.
** Students will be required to work in the field with an approved agriculture firm to attain practical experience.

ANIMAL HEALTH TECHNOLOGY - ONE PLUS ONE PROGRAM

FRESHMAN YEAR
First Semester

ENG	1113	English Composition I	3
*		Science/Mathematics	3
TAG	1441	Veterinary Medical Terminology	1
TAG	1453	Animal Restraint & Medication	3
TAG	1464	Animal Anatomy & Physiology	4
TAG	2454	Surgical & Hospital Techniques I	4
			18

Second Semester

ENG	1123	English Composition II	3
*		Humanities or Fine Arts	3
*		Behavioral or Social Science	3
TAG	1713	Animal Parasites & Diseases	3
TAG	2113	Clinical Pathology	3
TAG	2464	Surgical & Hospital Techniqes II	4
			19

*Selected with approval of program director.

A minimum G.P.A. of 2.0 with no grade less than a "C" in any TAG course must be obtained before the student can enroll in the rotation program at Mississipp State University.

SOPHOMORE YEAR

Upon successfully completing the freshman year, students will transfer to the College of Veterinary Medicine, Mississippi State University for completion of the clinical training program. Each student will successfully complete eleven areas of ratational training. Each area will consist of 4 weeks of training in that area of emphasis. The last rotation will be a time of internship. Students will be awarded 4 semester hours of credit for successfully completing each rotation. A total of 44 semester hours wil be transferred back to Hinds Community College. After applying for a degree, Hinds Community College will award the student wiht an Associate of Applied Science Degree.

Rotations:

TAG	2214	Small Animal Health Assessment Service	4
TAG	2224	Small Animal Medicine	4
TAG	2234	Large Animal Clinic	4
TAG	2244	Field Services	4
TAG	2254	Small Animal Surgery	4
TAG	2264	Anesthesia	4
TAG	2274	Radiology	4
TAG	2284	Laboratory Services	4
TAG	2294	Pharmacy Service/Necropsy	4
TAG	2174	Laboratory Animals	4
TAG	2184	Internship	4
			44

Total Semester Hours for Program - 81

BANKING AND FINANCE TECHNOLOGY
In Cooperation With The
American Institute of Banking

In addition to broad-based preparation for those persons desiring to pursue careers in Banking and Finance, this curriculum and its associated courses are planned to meet most course requirements of the professional development program of the American Bankers Association offered through the American Institute of Banking (AIB).

FRESHMAN

First Semester

ENG	1113	(AIB 2610)	English Composition I	3
			Mathematics Elective	3
ECO	2113	(AIB 2350)	Principles of Economics I	3
ACC	1213	(AIB 1000)	Principles of Accounting I	3
TBF	1113	(AIB 1370)	Principles of Banking	3
				15

Second Semester

ENG	1123	(AIB 1860)	English Composition II	3
			Mathematics Elective	3
ACC	1223	(AIB 1010)	Principles of Accounting II	3
TBF	1123	(AIB 1350)	Money and Banking	3
TBF	1173	(AIB 3660)	Law and Banking Principles	3
TBF	2133	(AIB 6350)	Introduction to Commercial Lending	3
				18

SOPHOMORE

First Semester

SPT	1113	(AIB 5465)	Oral Communication	3
PSY	1513		General Psychology I	3
TBF	1183	(AIB 4140)	Management Fundamentals	3
			Technical Elective	3
			Technical Elective	3
			Elective	3
				18

Second Semester

TBF	1313	(AIB 6920)	Analyzing Financial Statements	3
TBF	2213	(AIB 7740)	Marketing for Bankers	3
TBF	1233	(AIB 6000)	Bank Accounting	3
			Technical Elective	3
			Technical Elective	3
			Elective	3
				18

ELECTIVES

TBF	1133	(AIB 7520)	Bank Management
TBF	1143	(AIB 6260)	Savings and Time Deposit Banking
TBF	1153	(AIB 1860)	Writing for Results
TBF	1163	(AIB 4300)	Supervision and Personnel Administration

TBF	1213	(AIB 6912)	Lending to Agricultural Enterprises
TBF	1223	(AIB 7880)	Real Estate Finance
TBF	1323	(AIB 6610)	Bank Cards
TBF	2123	(AIB 7008)	Consumer Lending
TBF	2143	(AIB 7625)	Credit Department Management
TBF	2153	(AIB 1375)	Inside Commercial Banking
TBF	2313	(AIB 7200)	Bank Investments
TBF	2413	(AIB 8250)	The Trust Business
TBF	2423	(AIB 7110)	International Banking
TBF	2433	(AIB 8310)	Trust Management
TBF	2813	(AIB 7660)	Management of Commercial Bank Funds
TBF	2823	(AIB 3710)	Law and Banking Applications
TBF	2833	(AIB 3630)	Federal Regulation of Banking
TBF	2843	(AIB 7580)	Branch Management Series
TBF	1233	(AIB 6000)	Bank Accounting
TBF	1243	(AIB 6150)	Bank Control and Audit
TBF	1253	(AIB 7002)	Consumer Credit Analysis
TBF	1263	(AIB 6345)	Corporate Banking: A Practical Approach to Lending
TBF	1273		Corporate Securities Services
TBF	1283	(AIB 6204)	Deposit Operations
TBF	1293	(AIB 6535)	Financial Planning for Bankers
TBF	2323	(AIB 3540)	Investment Basics and Beyond
TBF	2333	(AIB 6360)	Loan Officer Development
TBF	1343	(AIB 6233)	Retail Banking Series
TBF	2723	(AIB 7240)	Securities Processing
TBF	1333	(AIB 6970)	Statement Analysis

Business Administration

BAD	1113		Introduction to Business
BAD	1313	(AIB 3800)	Business Mathematics
BAD	2323		Business Statistics
BAD	2413		Business Law I
BAD	2423		Business Law II
BAD	2613		Principles of Finance

Distribution and Marketing Technology

TMD	2163	(AIB 4300)	Personnel Management
TMD	2173	(AIB 6235)	Sales Management
TMD	2513	(AIB 4140)	Principles of Management
TMD	2743	(AIB 7860)	Real Estate Appraisal

Economics

ECO	2123		Principles of Economics II

Electronic Data Processing

TDP	1013	(AIB 2090)	Introduction to Data Processing

Mathematics

BAD	1313	(AIB 3800)	Business Mathematics
MAT	1233		Intermediate Algebra
MAT	1313		College Algebra
MAT	1333		Finite Mathematics

BIOMEDICAL EQUIPMENT TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I	3
TRS	1133	Industrial Psychology	3
TEL	1356	Electricity for Electronics	6
TRS	1623	Technical Mathematics I	
or		or	
MAT	1313	College Algebra	3
			15

Second Semester

ENG	1123	English Composition II	3
TEL	1376	Basic Electronic Devices & Circuits	6

* TRS	2513	Technical Physics I	3
TBM	1113	Introduction to Biomedical Equipment	3
TRS	1633	Technical Mathematics II	
or		or	
MAT	1323	Trigonometry	3
			18

SOPHOMORE
First Semester

** TRS	2523	Technical Physics II	3
TEL	2386	Basic Video Systems	6
TBM	2124	Biomedical Equipment I	4
TEL		Elective	3
			16

Second Semester

TEL	2426	Digital Integrated Circuits	6
TEL	2466	Linear Integrated Circuits	6
TBM	2143	Safety Inspections, Standards & Management	3
TBM	2134	Biomedical Equipment II	4
			19

* PHY 2414 may be substituted.
** PHY 2424 may be substituted.

BUSINESS TECHNOLOGY - GENERAL

The Business Technology program is designed to prepare students for the following positions: clerk-typist, receptionist, general clerk, accounting clerk, and word processing operator.

FRESHMAN
First Semester

ENG	1113	English Composition	3
PSY	1513	Gen. Psychology I	3
TRS	1713		
or			
BAD	1313	Business Mathematics	3
TBT	1113	Typewriting I or TBT Elective	3
TBT	1313	Records Management I	3
TBT	**	Electives	3
			18

Second Semester

ENG	1123	English Composition II	3
**		Accounting	3
TBT	1123	Typewriting II	3
TDP	1003	Orientation to Data Processing	
or			
TDP	1013	Intro. to Data Processing	
or			
TBT	1133	Data Entry and Retrieval Operations	3
TBT	**	Electives	3
			15

SOPHOMORE
First Semester

TBT	2113	Typewriting III	3
TBT	2413	Office Procedures I	3
TBT	2523	Electronic Calculators	3
TBT	2533	Word Processing I	3
TBT	2613	Business Communications I	3
**		Electives	3
			18

Second Semester

SPT	1113	Oral Communications	
or		or	
ECO	2113	Principles of Economics I	3

TBT	1513	Machine Transcription 3
TBT	2733	Office Management 3
**		Electives 3
**		Science or Mathematics Elective 3
		15

** Selected with approval of program advisor. Any courses with the following prefixes are approved electives: TBT, ACC, BAD, COE, CSC, ECO, MRS, TDP, TMD, SPT. Student must schedule Spelling if indicated by guidance testing.

BUSINESS TECHNOLOGY - ADMINISTRATIVE SUPPORT SERVICES

The Administrative Support Services program is designed to prepare students for the following upper-level positions: stenographer, secretary, legal secretary, medical secretary, executive secretary, and administrative assistant.

FRESHMAN
First Semester

ENG	1113	English Composition I 3
PSY	1513	General Psychology I 3
TRS	1713	
or		
BAD	1313	Business Mathematics 3
TBT	1113	Typewriting I or TBT Elective 3
TBT	1213	Shorthand I or TBT Elective 3
TBT	1313	Records Management I 3
		18

Second Semester

ENG	1123	English Composition II 3
**		Accounting 3
TBT	1123	Typewriting II 3
TBT	1223	Shorthand II 3
TDP	1003	Orientation to Data Processing
or		
TDP	1013	Introduction to Data Processing
or		
TBT	1133	Data Entry and Retrieval Operations 3
		15

SOPHOMORE
First Semester

TBT	2113	Typewriting III 3
TBT	2213	Shorthand III 3
TBT	2413	Office Procedures I 3
TBT	2523	Electronic Calculator 3
TBT	2533	Word Processing I 3
TBT	2613	Business Communications I 3
		18

Second Semester

SPT	1113	Oral Communications
or		or
ECO	2113	Principles of Economics I 3
TBT	1513	Machine Transcription 3
TBT	2733	Office Management 3
**		Electives 3
**		Science or Mathematics Elective 3
		15

Option

In addition to completing the requirements for the Administrative Support Services program, the student may specialize by completing the requirements for one of the following options. Courses required for options replace electives.

Medical Secretarial Option (available in Jackson and Raymond only)

TBT	2443	Medical Office Procedures
MRS	1123	Medical Terminology

** Selected with approval of program adviser. Any courses with the following prefixes are approved electives: TBT, ACC, BAD, COE, CSC, ECO, MRS, TDP, TMD, SPT. Student must schedule Spelling if indicated by guidance testing.

BUSINESS TECHNOLOGY - INTENSIVE

(One Year Program)

The Intensive Business Technology program is designed to provide skills for general office clerks and typists.

FRESHMAN
First Semester

ENG 1113	English Composition I	3
TRS 1713		
or		
BAD 1313	Business Mathematics	3
TBT 1113		
or		
TBT 1123	Typewriting	3
TBT 1313	Records Management I	3
TBT **	Electives	3
		15

Second Semester

ENG 1123	English Composition II	3
TBT 1123		
or		
TBT 2113	Typewriting	3
TBT 1513	Machine Transcription	3
TBT 2413	Office Procedures I	3
TBT 2523	Electronic Calculators	3
TBT **	Electives	3
		18

** Selected with approval of program adviser. Any courses with the following prefixes are approved electives: TBT, ACC, BAD, COE, CSC, ECO, MRS, TDP, TMD, SPT. Student must schedule Spelling if indicated by guidance testing.

BUSINESS TECHNOLOGY - MICROCOMPUTER INFORMATION PROCESSING

The Microcomputer Information Processing program is designed to prepare students for a variety of positions in microcomputer operations.

(Prerequisite for admission to program: TBT 1113 or equivalent)

FRESHMAN
First Semester

ENG 1113	English Composition I	3
TRS 1173		
or		
BAD 1313	Business Mathematics	3
**	Accounting I	3
TBT 1123	Typewriting II	3
TBT 1133	Date Entry & Retrieval Operations	3
TBT 1813	Introduction to Microcomputers and BASIC Programming	3
		18

Second Semester

ENG 1123	English Composition II	3
**	Accounting II	3
TBT 1313	Records Management I	3
TBT 2613	Business Communications I	3
TBT 2813	Information Processing I	3
TBT **	Elective	3
		18

Intensive Microcomputer Certificate is available at completing of first two semesters.

SOPHOMORE
First Semester

**	Science or Mathematics	3
PSY 1513	General Psychology I	3
TBT 2833	Data Base Management	3
TBT 2843	Microcomputer Business Applications I	3

SPT	1113	Oral Communications
	or	or
ECO	2113	Principles of Economics I 3
		15

Second Semester

TBT	2733	Office Management 3
TBT	2823	Information Processing II 3
TBT	2853	Microcomputer Business Application II 3
**		Electives 6
		15

** Selected with approval of program adviser. Any courses with the follwing prefixes are approved electives: TBT, ACC, BAD, COE, CSC, ECO, MRS, TDP, TMD, SPT. Student must schedule Spelling if indicated by guidance testing.

BUSINESS TECHNOLOGY — LEGAL SUPPORT SERIVCES

This program is designed to prepare students to work as legal secretaries in law offices and legal departments of banks, insurance offices, and government offices.

FRESHMAN

First Semester

ENG	1113	English Composition I 3
PSY	1513	Psychology 3
TBT	1123	Typewriting II 3
TBT	1213	Shorthand I or TBT Elective 3
TBT	1313	Records Management I 3
TBT	2463	Introduction to Legal Systems 3
		18

Second Semester

ENG	1123	English Composition II 3
TPL	2473	Legal Bibliography 3
TPL	2493	Mississippi Rules of Court Practice 3
TBT	1133	Data Entry and Retrieval 3
TBT	2113	Typewriting III 3
TBT	1223	Shorthand II 3
		18

SOPHOMORE

First Semester

SPT	1113	Oral Communications 3
TBT	2213	Shorthand III 3
TBT	2423	Legal Office Procedures I 3
TBT	2613	Business Communications I 3
TRS	1713	Business Mathematics I 3
TBT	1513	Machine Transcription 3
		18

Second Semester

*		Science or Mathematics 3
TBT	2413	Office Procedures I 3
TBT	2433	Legal Office Procedures II 3
TBT	2533	Word Processing I
	or	or
TBT	2813	Information Processing I 3
**		Approved Electives 6
		18

* Selected from MAT, BIO, PHY, CHE, or GLY.

** Selected with approval of program adviser. Any courses with the following prefixes are approved electives: TBT, TPL, TBF, CRJ, ACC, BAD, COE, CSC, ECO, MRS, TDP, TMD, SPT. Student must schedule Spelling if indicated by guidance testing.

PARALEGAL TECHNOLOGY
(Raymond Campus and Sunset Drive Center Only)

This program is designed to prepare students to work as legal assistants in law offices and legal departments of banks, insurance offices, and government offices.

FRESHMAN

First Semester

ENG	1113	English Composition I	3
PSY	1513	Psychology	3
TBT	1123	Typewriting II	3
TBT	1313	Records Managment I	3
TRS	1713	Business Mathematics I	3
TPL	2463	Introduction to Legal Systems	3
			18

Second Semester

ENG	1123	English Composition II	3
PSC	1123	State & Local Government	3
**		Accounting	3
TPL	2473	Legal Bibliography	3
TPL	2493	Mississippi Rules of Court Practice	3
TBT	2533	Word Processing I	
or		or	
TBT	2813	Information Processing I	3
			18

SOPHOMORE

First Semester

TPL	2423	Legal Office Procedures I	3
SPT	1113	Oral Communications	3
BAD	2413	Business Law	3
TBT	2613	Business Communications I	3
TPL	**	TPL Elective	3
**		Approved Elective	3
			18

Second Semester

*		Science or Mathematics	3
TPL	2433	Legal Office Procedures II	3
TPL	2573	Trial Preparation	3
TPL	2583	Legal Writing	3
**		Approved Electives	6
			18

* Selected from MAT, BIO, PHY, CHE, or GLY.

** Approved electives must be selected from the following courses or with the approval of the department chair.

Approved Electives - Paralegal Technology

TPL	2483	Estates and Trusts	COE		Cooperative Education (Legal)
TPL	2563	Family Law			Maximum of 4 semester hours)
TPL	2593	Abstracting	ACC	1223	Principles of Accounting II
CRJ	2323	Criminal Law	TBT	1213	Shorthand I
CRJ	2333	Criminal Investigation	TBT	1223	Shorthand II
CRJ	2413	Law of Evidence	TBT	1443	Secretarial Accounting II
TBF	1173	Law and Banking	TBT	1813	Introduction to Microcomputers
TBF	2413	Trust Functions and Services			& Basic Programming
TBF	2833	Federal Regulations of Banking	TBT	2113	Typewriting III
TMD	2723	Real Estate Law	TBT	2213	Shorthand III
SOC	2113	Introduction to Sociology	TBT	2523	Electronic Calculators
SOC	2133	Social Problems	TBT	2733	Office Management
			TBT	2833	Data Base Management

CHILD DEVELOPMENT TECHNOLOGY

FRESHMAN

First Semester

TCC	1113	Introduction to Early Childhood Education	3
TCC	1114	Child Development I	4
TCC	1163	Art for Young Children	3
ENG	1113	English Composition I	3
**		Science Elective	3
PSY	1513	General Psychology	3
			19

Second Semester

TCC	1124	Child Development II	4
TCC	1233	Music for Young Children	3
TCC	1313	Language Arts for Young Children	3
ENG	1123	English Composition II	3
**		Social Science	3
PSY	2513	Child Psychology	3
			19

SOPHOMORE
First Semester

TCC	2113	Child Nutrition and Health Care	3
TCC	2124	Methods and Materials of Teaching Preschool	4
TCC	2224	Day Care/Kindergarten Practicum I	4
**		Mathematics Elective	3
TRS	1112	First Aid	2
			16

Second Semester

TCC	2264	Day Care/Kindergarten Practicum II	4
TCC	2163	Administration of Preschool Programs	3
HEC	2813	Marriage and Family	
or		or	
SOC	2143	Marriage and Family	3
**		Electives	6
			16

** Selected with approval of program adviser.

CIVIL ENGINEERING TECHNOLOGY

General

FRESHMAN
First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
TDR	1113	Introduction to Drafting	3
CHE	1213	General Chemistry I	3
CHE	1211	General Chemistry I Lab	1
TCE	1111	Introduction to Civil Engineering Tech.	1
TCE	1113	Materials of Construction	3
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
TDR	2123	Surveying Practice I	3
TDR		(Adviser approved elective)	3
TCE	1124	Materials Testing Lab	4
			16

SOPHOMORE
First Semester

TRS	2513	Technical Physics I	3
TCE	2113	Statics	3
TCE	2124	Instrumentation & Measurements	4
CSC		(Adviser approved elective)	3
		(Adviser approved elective)	3
			16

Second Semester

PSC	1123	American State & Local Government	3
TCE	2133	Basic Soils Engineering	3
TCE	2153	Basic Hydraulics	3
TCE	2163	Strength of Materials	3
TCE	2173	Seminar for Engineering Problems	3
		(Adviser approved elective)	3
			18

APPROVED ELECTIVES

TDR	1233	Descriptive Geometry	3
TDR	2113	Topographic Drawing	3
TDR	2214	Structural Drawing	4
CHE	1223	General Chemistry II	3
CHE	1221	General Chemistry II Lab	1
GLY	1111	Physical Geology Lab	1
GLY	1113	Physical Geology	3
TRS	2523	Technical Physics II	3
TCE	2183	Introduction to Environmental Engineering	3

CIVIL ENGINEERING TECHNOLOGY

Transportation

FRESHMAN
First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
TDR	1113	Introduction to Drafting	3
GLY	1111	Physical Geology Lab	1
GLY	1113	Physical Geology	3
TCE	1111	Introduction to Civil Engineering Tech.	1
TCE	1113	Materials of Construction	3
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
TDR	2123	Surveying Practice I	3
TCE	1124	Materials Testing Lab	4
		(Adviser approved elective)	3
			16

SOPHOMORE
First Semester

PSC	1123	American State & Local Government	3
TCE	2134	Location/Route Surveying	4
TCE	2143	Basic Highway Design	3
CSC		(Adviser approved elective)	3
TRS	2513	Technical Physics I	3
			16

Second Semester

TCE	2213	Advance Highway Design	3
TCE	2133	Basic Soils Engineering	3
TCE	2223	Quality Control of Construction	3
TCE	2153	Basic Hydraulics	3
TRS	2523	Technical Physics II	3
			15

APPROVED ELECTIVES

TDR	2214	Structural Drafting	4
TDR	2113	Topographic Drawing	3

CLOTHING AND TEXTILE

(Utica Campus Only)

This program is articulated with the vocational certificate program in clothing and textiles. See vocational course offerings.

FRESHMAN
First Semester

BIO	2414	Zoology	4
ENG	1113	English Composition I	3
MAT	1313	College Algebra	3
VCT	1114	Garment Construction I	4
HIS	1113	World History	3
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry	3
HIS	1123	World History	3
VCT	1124	Garment Construction II	4
VCT	1313	Alterations and Maintenance	3
HPR	1111	Physical Education	1
			17

SOPHOMORE
First Semester

CHE	1113	Chemistry	3
VCT	2813	Textiles	3
VCT	2913	Modeling & Grooming	3
VCT	2514	Tailoring	4
SOC	1113	Social Science	3
			16

Second Semester

CHE	1123	Chemistry	3
VCT	2613	Merchandising	3
VCT	2713	Home Furnishing	3
VCT	2424	Costume Design	4
VCT	1413	Principles of Design	3
			16

COMMERCIAL DESIGN & ADVERTISING

FRESHMAN
First Semester

ENG	1113	English Composition I	3
ART	1313	Drawing I	3
ART	1413	Design I	3
**		Psychology	3
TCD	2153	Commercial Design & Advertising Lab II	3
**		Elective	3
			18

Second Semester

ENG	1123	English Composition II	3
ART	1323	Drawing II	3
ART	1423	Design II	3
SPT	1113	Oral Communications	3
TCD	1143	Commercial Design & Advertising Lab II	3
TCD		Elective	3
			18

SOPHOMORE
First Semester

TCD	2113	Basic Advertising Design I	3
TCD	2223	Rendering Techniqes	3
ART	1113	Art Appreciation	3
**		Math or Science	3
***		Directed Elective	3
			15

Second Semester

TCD	2123	Basic Advertising Design II	3
TCD	2163	Practical Advertising Techniques	3
**		TMD Elective	3
**		Electives	9
			18

** Selected with approval of program adviser.

*** With direction from program adviser choose from TMD 2143, Advertising; TMD 2113, Marketing; ECO 1133, Consumer Economics; JOU 1313, Principles of Journalism I.

COMPUTER AIDED DESIGN TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting (1st 8-week term)	3
TDR	2214	Structural Drafting (2nd 8-week term)	4
TDP	1003	Orientation to Data Processing	3
			16

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
TMS	1213	Programming Systems	3
TDR	1213	Machine Drafting	3
TDR	2116	Architectural Drafting & Design	6
			18

Certificate program completed at this point.

SOPHOMORE

First Semester

		Behavioral/Social Science Elective (or TRS 1113)	3
PHY	2414	General Physics I (or TRS 2513)	4
TCG	1116	Computer Aided Design I	6
TCG	1136	Computer Aided Drafting	6
			19

Second Semester

**		Elective	3
PHY	2424	General Physics II (or TRS 2523)	4
TCG	1126	Computer Aided Design II	6
TCG	1146	Computer Aided Drafting Seminar	6
			19

** Selected with approval of program adviser.

COMPUTER AIDED MANUFACTURING TECHNOLOGY

Machine Tool Processes Option

FRESHMAN

First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting	3
TCM	1158	Machine Shop I	8
			17

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
* TDR	1213	Machine Drafting	3
TCM	1168	Machine Shop II	8
			17

* Prerequisite waived for this program.

Certificate program completed at this point.

SOPHOMORE

First Semester

**		Behavioral/Social Science Elective (or TRS 1133)	3
PHY	2414	General Physics I (or TRS 2513)	4
TCM	1116	Computer Aided Manufacturing I	6
TCM	1136	Basic Die Making	6
			19

Second Semester

TMT	2653	Metallurgy	3
PHY	2424	General Physics II (or TRS 2523)	4
TCM	1126	Computer Aided Manufacturing II	6
TCM	1146	Advanced Die Making	6
			19

COMPUTER TECHNOLOGY

Computer Operations
(One - Year Program)

To be admitted to the Computer Operations program a student must meet the following requirements in addition to the general admission requirements.

Minimum composite ACT score of 11.

First Semester

TDP	1013	Introduction to Data Processing	3
ENG	1113	English Composition I	3
ACC	1213	Accounting	3
**		Social Science	3
**		Mathematics and/or Science	3
			15

Second Semester

TDP	1713	Computer Operations	3
TDP	1823	Basic Programming	3
**		Restricted Electives (with the approval of program adviser)	7
			13

NOTE: A minimum grade of "C" is required in TDP 1013 and ACC 1213 before a student can enroll in a programming course.

** Selected with approval of program adviser.

COMPUTER TECHNOLOGY

Data Entry
(One-Semester Program)

TDP	1013	Introduction to Data Processing	3
TDP	1614	Keypunch Operation	4
**		Electives	9
			16

NOTE: A minimum grade of "C" is required in TDP 1013 and ACC 1213 before a student can enroll in a programming course.

** Selected with approval of program adviser.

COMPUTER TECHNOLOGY - PROGRAMMING
(Two-Year Program)

To be admitted to the Computer Technology program the student must meet the following requirements in addition to the general admission requirements.

1. Minimum composite ACT score of 12 (if under the age of 21).
2. Minimum ACT score on Math of 12 (if under the age of 21).
3. Minimum ACT score on Reading Comprehension of 21 (if under the age of 12).
4. Score of "C" or higher on PAT or SRA Programming Aptitude Test.

FRESHMAN

First Semester

TDP	1013	Introduction to Data Processing	3
ACC	1213	Principles of Accounting I	3
ENG	1113	English Composition I	3
TBT	1713	Business Mathematics I	3
**		Social Science	3
			15

Second Semester

TDP	1815	RPG Programming I	5
ACC	1223	Principles of Accounting II	3
ENG	1123	English Composition II	3
TMD	2513	Management	3
**		Mathematics and/or Science	3
			17

SOPHOMORE
First Semester

TDP	2815	COBOL Programming I	5
TDP	2123	Systems Analysis/Design I	3
**		Economics	3
**		Restricted Electives (with the approval of program adviser)	5
			16

Second Semester

TDP	2825	RPG Programming II	
	or	or	
TDP	2835	COBOL II	5
TDP	2163	Systems Analysis/Design II	3
**		Restricted TDP Electives (with the approval of program adviser)	8
			16

NOTE: A minimum grade of "C" is required in TDP 1013 and ACC 1213 before a student can enroll in a programming course.

** Selected with approval of program adviser.

DENTAL ASSISTING

FRESHMAN
First Semester

SPT	1113	Oral Communications	3
TDA	1112	Orientation	2
TDA	1124	Dental Materials	4
TDA	1213	Dental Science I	3
TDA	1314	Chairside Assisting I	4
TDA	1513	Dental Radiology I	3
			19

Second Semester

ENG	1113	English Composition I	3
TDA	1133	Practice Management	3
TDA	1142	Dental Health Education	2
TDA	1223	Dental Science II	3
TDA	1323	Chairside Assisting II	3
TDA	1413	Supervised Clinical Experience I	3
TDA	1522	Dental Radiology II	2
			19

Summer Session

TRS	1133	Industrial Psychology (1st 4-week term)	3
TDA	1333	Chairside Assisting III (1st 4-week term)	3
TDA	1422	Supervised Clinical Experience II (2nd-week term)	2
			8

The Dental Assisting program is a twelve-month course of study designed to provide students with learning opportunities which enable them to assist the dentist in any routine operative, laboratory, or office procedure. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	25

DIESEL TECHNOLOGY

Admission Requirements

To be admitted to the Diesel Technology program, a student must meet the college entrance requirements for technical programs and be sponsored by an employer or agency to allow work experience requirements.

First Year
Fall Semester

TDM	1113	Diesel Introduction	3
TDM	1123	Maintenance and Electrical	3
CP	1010	CP I	0
			6

Spring Semester

TDM	1133	Diesel Cylinder Block	3
TDM	1143	Diesel Engine Operation	3
TDM	1020	CP II	0
			6

Summer Semester

TRS	1133	Industrial Psychology	3
CP	1030	CP III	0
			3

Second Year
Fall Semester

TDM	1153	Diesel Engine Rebuild	3
TDM	2115	Diesel Assembly, Inspection and Run-In	5
CP	1040	CP IV	0
			8

NOTE: CP denotes cooperative program

Spring Semester

TDM	2213	Diesel Engine Cylinder Heads	3
TDM	2223	Gasoline & Ignition Systems	3
CP	1050	CP V	0
			6

Summer Semester

TRS	1623	Technical Mathematics I	3
CP	1060	CP VI	0
			3

Third Year
Fall Semester

TDM	2233	Gasoline Maintenance	3
TDM	2243	Diesel Brakes, Steering, Drive Systems	3
CP	1070	CP VII	0
			6

Spring Semester

TDM	2314	Diesel Injection, Air Systems	4
TDM	2324	Truck Lubricating, OverHaul, Air Conditioners	4
CP	1080	CP VIII	0
			8

Fourth Year
Summer Session

ENG	1113	English Composition I	3
**		Social Science	3
			6

Fall Session

ENG	1123	English Composition II	3
TRS	1633	Technical Mathematics II	3
			6

Spring Semester

**	Electives	6

** Selected with approval of program advisor.

DIETETIC ASSISTING

First Semester

TRS 1713	Business Mathematics I	3
TDT 1115	Food Service Systems I	3
TDT 1213	Nutrition Care I	3
TDT 1413	Safety and Sanitation	3
TDT 1133	Health Science & Medical Terminology for Dietetic Assistants	3
		17

Second Semester

ENG 1113	English Composition I	3
TDT 1124	Food Service Systems II	4
TDT 1313	Principles of Dietary Management	3
TDT 1223	Nutrition Care II	3
TDT 1514	Supervised Field Experience I	4
		17

Summer Semester

TDT 1532	Supervised Field Experience II (8 week summer term)	2
	TOTAL	36

CERTIFICATE IN APPLIED SCIENCE: DIETETIC ASSISTING

The Dietetic Assisting program is a twelve-month course of study. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	25
	64

As graduates of this program are considered employable in supervisory positions, a final grade below "C" in any required course is not acceptable.

DISTRIBUTION AND MARKETING TECHNOLOGY
(Two-Year CAREER PROGRAM)

FRESHMAN

First Semester

ENG 1113	English Composition I	3
TMD 1211	Professional Development I	1
TMD 1243	Simulated Business Training I	3
TRS 1713	Business Mathematics I	3
TMD 2113	Marketing	3
TMD 2243	Retailing I	3
		16

Second Semester

ENG 1123	English Composition II	3
PSY 1513	General Psychology I	3
SPT 1113	Oral Communications	3
TMD 1221	Professional Development II	1
TMD 1233	Salesmanship	3
TMD 2253	Retailing II	3
		16

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Retail Management Specialty

First Semester

TMD 2211	Professional Development III	1
TMD 2173	Sales Management	3

TMD	2513	Principles of Management 3
**		Math/Science 3
**		Suggested Electives: TBT 1113, TDP 1023, ECO 1133 6
		16

Second Semester

TMD	2221	Professional Development IV 1
TMD	2143	Advertising 3
TMD	2163	Personnel Management 3
TMD	2263	Simulated Business Training II 3
TMD	2523	Marketing & Management Cases 3
**		Suggested Electives: TDP 1023, BAD 2413, ACC 1213 3
		16

Fashion Merchandising Specialty

First Semester

TMD	2211	Professional Development III 1
TMD	2233	Fashion Merchandising 3
TMD	2273	Fashion Buying 3
**		Math/Science 3
**		Suggested Electives: TBT 1113, TMD 2213, TMD 2513, TDP 1023 6
		16

Second Semester

TMD	2221	Professional Development IV 1
TMD	2123	Fashion Textiles 3
TMD	2143	Advertising 3
TMD	2263	Simulated Business Training II 3
TMD	2283	Fashion Design 3
**		Suggested Electives: TBT 1023, TMD 2213, TMD 2163 3
		16

Real Estate Specialty
(Evening School Only - According to Demand)

TMD	2143	Advertising 3
TMD	2173	Sales Management 3
TMD	2163	Personnel Management 3
TMD	2513	Principles of Management 3
TMD	2713	Principles of Real Estate 3
TMD	2723	Real Estate Law 3
TMD	2733	Real Estate Sales 3
TMD	2743	Real Estate Appraisal 3
TMD	2753	Real Estate Finance 3
**		Electives 5
		32

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The program is designed to permit the student to take basic courses the freshman year and specialize in retail management and fashion merchandising during the sophomore year. The real estate specialty may be pursued during the sophomore year in the evening school. TMD elective courses are also provided to further enrich the student's TMD program.

** Selected with approval of program adviser.

DRAFTING AND DESIGN TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I 3
TRS	1623	Technical Mathematics I 3
TDR	1116	Fundamentals of Drafting 6
TDR	1133	Building Processing and Estimating 3
		15

Second Semester

ENG	1123	English Composition II 3
TDR	1213	Machine Drafting 3

TDR	1233	Descriptive Geometry	3
TDR	2526	Intro to Computer Aided Drafting	3
ART	1213	Introduction to Art	
		or	
		Approved Art Class by Adviser	3
			18

Sophomore
First Semester

TCG	1116	Computer Aided Design I	6
TDR	2113	Topographic Drafting	3
TDR	2116	Architecture Drafting and Design	6
TDR	2123	Surveying Practice I	3
			18

Second Semester

TDR	2223	Highway Drafting	3
TDR	2213	Structural Drafting	3
	**	Mathematics and /or Science	3
	**	Social Science	3
	**	Approved Electives	6
			18

** Selected with approval of program adviser.

The Drafting and Design curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a foundation in the basics of drafting practice using industrial standards and includes courses in Computer Aided Drafting. Following completion of all course requirements the student will be awarded a certificate of completion in Drafting and Design Technology in addition to the Associate of Applied Science Degree.

Graduates of the Drafting and Design program are employed as draftspersons in the following areas: steel and non-ferrous metal production, architecture; structural, mechanical, electrical, civil, and consulting engineering; civil service, state highway, and general drafting. A grade of "C" must be maintained in each of the Drafting and Design Technology courses. Students who have grades below the required "C" must repeat the courses. Subjects may be repeated in two courses. Students who have grades below the required "C" must repeat the courses. A course may only be repeated one time and a student may repeat only two courses.

ELECTRONICS ENGINEERING TECHNOLOGY
Raymond Campus

Freshman
First Semester

ENG	1113	English Composition I	3
TRS	1623	Tech Math I (or other approved (**) math)	3
TDR	1113	Introduction to Drafting	3
TEL	1356	Electricity for Electronics	6
			15

Second Semester

ENG	1123	English Composition II	3
TEL	1376	Basic Electronic Devices & Circuits	6
TMD	1513	Principles of Management	3
	*	Social Studies	3
	**	Approved Elective	3
			18

Sophomore

TEL	2426	Digital Electronics	6
TEL	2466	Linear Integrated Circuits	6
TEL	2533	Programming Fundamentals	3
	**	Mathematics/Science	3
			18

Second Semester

TEL	2556	Introduction to Microprocessors	6
TEL	2336	Advanced Electronics	6
	**	Mathematics/Science	3
			15

NOTE: Social Studies, indicated by an asterisk (*), include such courses as American History, Western Civilization, Sociology, or Political Scince.

The courses marked with a double asterisk (**) should be selected with the advisement of an Electronics Engineering Technology program adviser or a Vocational-Technical counselor and may include such courses as college algebra, trigonometry, calculus or physics.

A score of 10 or above on the mathematics section of the ACT test is required to enroll in the Electronics Engineering Technology program of study.

ELECTRONIC SERVICE TECHNOLOGY

Video Communication and Entertainment Option

Freshman
First Semester

ENG	1113	English Composition I	3
MAT	1313	College Algebra (or TRS 1623)	3
TDR	1113	Introduction to Drafting	3
TEL	1356	Electricity for Electronics	6
TDP	1003	Orientation to Data Processing	3
			18

Second Semester

ENG	1123	English Composition II	3
MAT	1323	Trigonometry (or TRS 1633)	3
TMS	1213	Programming Systems	3
TMS	1223	Intro. to Microprocessors & Interfacing	3
TMS	1224	Solid State & Digital Electronics Devices	4
			16

Certificate program completed at this point.

Sophomore
First Semester

		Behavioral/Social Science Elective (or TRS 1133)	3
PHY	2414	General Physics (or TRS 2513)	4
TES	1116	Radio/TV Systems	6
TES	1126	Satellite & Antenna Systems	6
			19

Second Semester

		Elective	3
PHY	2424	General Physics II (or TRS 2523)	4
TES	1136	Video Entertainment Systems	6
TES	1146	Video Disc & Video Cassette Recorder Systems	6
			19

ELECTRONICS TECHNOLOGY

Utica Campus

This electronics technology curriculum is a two-year technology program which is divided into four major divisions: (1) fundamentals of electronics and circuits theory (2) advanced courses in electronics and related laboratories, (3) math and science courses, and (4) non-technical courses. The fundamental courses cover restrictive circuits, single-term constant circuits, and networks.

The advanced courses cover the practical and technical aspects of industrial applications, and the consumer electronics market.

FRESHMAN

			Semester Hours 1st Sem.	2nd Sem.
TEL	1123	Basic Electronics (DC Circuits)	3	
TEL	1134	Basic Electronics (AC Circuits)		4
TRS	1413, 1423	Technical Math	3	3
ENG	1113	English Composition	3	
CHE	1214	Chemistry	4	
SPT	1113	Speech		3
TEL	1213, 1223	Solid State Devices, I & II	3	3
		Elective		3
			16	16

SOPHOMORE

Engineering Technology (Individualized Selection)

TRS	2423, 2443	Technical Mathematics	3	3
TRS	1513	Industrial Psychology		3
TRS	1714, 1734	Physics I, III	4	4
TEL	2314	Digital Principles	4	
TEL	2324	Microprocessors		4
TEL	2344	Interfacing and Control		4
TEL	2414	Electronic Communication	4	
CSC	1113	Programming	3	
TEL	2611	Electronics Project		1
			18	19

SOPHOMORE

Industrial Technology

TEL	2314	Digital Principals	4	
TEL	2324	Microprocessor		4
TEL	2344	Interfacing and Control System		4
TEL	2524	Instrumentation & Control System		4
TEL	2513, 2524	Robotics I, II	3	4
CSC	1113	Introduction to Programming	3	
TRS	1714, 1733	Physics I, III	4	3
		Elective	3	
			17	19

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC

(1 + 1 Program in Cooperation with the University of Mississippi Medical Center)

Designed for students who are planning to complete the professional, technical and clinical education component of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is according to admission requirements for allied health programs. Students completing the one year certificate program are eligible for acceptance into the second year component at the University Medical Center.

FRESHMAN YEAR

First Semester

TEM	1116	Emergency Medical Technology - Basic	6
ENG	1113	English Composition I	3
MAT	1233	Intermediate Algebra	3
BIO	2514	Human Anatomy & Physiology I	4
SPT	1113	Oral Communications	3
			19

Second Semester

ENG	1123	English Composition II	3
SOC	2113	Introduction to Sociology	3
PSY	1513	General Psychology I	3
BIO	2524	Human Anatomy & Physiology II	4
CHE	1313	Principles of Chemistry I	3
CHE	1311	Principles of Chemistry I - Lab	1
			17

Certificate In Applied Science: Total 36

Emergency Medical Technician - Basic

SOPHOMORE (U of M Medical Center Courses)

First Semester

EMT	101	Prehospital Environment	1
EMT	102	General Anatomy & Physiology & Assessment	3
EMT	103	Emergency I	2
EMT	104	Basic Review	2
EMT	105	Clinical I	1
EMT	106	Intern Field Clinical	1
		Human Growth & Development	3
		Elective	3
			16

Second Semester (U of M Medical Courses)

EMT	107	Airway Care	2
EMT	108	Pharmacology	2
EMT	109	Emergency II	2
EMT	110	Trauma Management	1
EMT	111	OBGYN Conditions & Pediatrics	1
EMT	112	Emergency III	2
EMT	113	Clinical II	2
EMT	114	Clinical III	1
EMT	115	Intern Clinical	2
			15

Associate In Applied Science Degree: Grand Total 67

Emergency Medical Technician - Paramedic

NOTE: Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to HCC and complete a HCC degree application for the AAS degree to be awarded.

FIRE PROTECTION AND SAFETY TECHNOLOGY*** (Suspended)

FRESHMAN YEAR

ENG	1113	English Composition I	3
ENG	1123	English Composition II	3
**		Mathematics	3
**		Social Science	3
TFS	1813	Introduction to Fire Technology	3
TFS	1833	Fire Fighting Tactics & Strategy I	3
TFS	1853	Fire Protection Organization & Administration	3
* TFS		Electives	12
			33

SOPHOMORE YEAR

**		Physics	3
**		Chemistry	3
TFS	2813	Basic Electricity for Firemen	3
TFS	2823	Hydraulics	3
TFS	2843	Inspection Principles & Practices	3
TFS	2853	Water Distribution	3
TFS	2873	Industrial Hazards & Fire Prevention	3
*		Restricted Electives	10
			31

The Fire Protection and Safety Technology program is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering and fire equipment sales. Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips and seminars conducted by in-service personnel.

*Electives must be Fire Safety courses or have the written approval of the department chairperson or counselor.

**Selected with approval of program adviser/counselor.

***Adult continuing education program only. TFS courses are offered at various Fire Departments throughout the Hinds Community College District on a demand basis.

HOTEL AND RESTAURANT MANAGEMEMT TECHNOLOGY

FRESHMAN

First Semester

THR	1613	Hospitality Industry Orientation	3
THR	1713	Hotel Front Office Procedures	3
ENG	1113	English Composition I	3
TRS	1713	Business Mathematics I	3
THR	1814	Basic Food Preparation	4
			16

Second Semester

THR	1824	Quantity Food Preparation	4
THR	2844	Safety, Sanitation, and Housekeeping	4
TRS	1133	Industrial Psychology	3

ENG	1123	English Composition II	3
THR	2143	Principles of Mgmt. for Hospitality Industry	3
			17

SOPHOMORE
First Semester

BAD	2413	Business Law I	3
THR	2113	Profitable Food & Beverage Mgmt. I	3
ECO	1133	Consumer Economics	3
THR	1833	Hotel-Restaurant Accounting	3
SPT	1113	Oral Communications	3
THR	2414	Sales, Marketing and Promotion	4
			19

Second Semester

THR	1853	Catering	3
THR	2113	Profitable Food & Beverage Mgmt. II	3
THR	2155	Hotel-Restaurant Training	12
			18

LANDSCAPE MANAGEMENT

The Landscape Management program is designed to train students for employment in landscape contracting and landscape maintenance. Students should be prepared to enter these professions as a working supervisor with the ability to work along with, and supervise the work of a crew of three to four workers.

A four semester curriculum is required along with a summer internship program. Core courses will be composed of classroom instruction along with lab hands-on experience in all areas of landscape management. The summer internship program is designed to give the student supervised work experience with approved landscape firms.

FRESHMAN YEAR
Fall Semester

ENG	1113	English Composition	3
		*Math	3
BIO	1314	Botany	4
TAG	1333	Plant Materials	3
TDR	1113	Introduction to Drafting	3
TAG	1211	Professional Development	1
			17

Spring Semester

ENG	1123	English Composition II	3
TAG	1343	Basic Landscape Design	3
AGR	2713	Agricultural Economics	3
TDR	2123	Surveying Practice I	3
TAG	1353	Landscape Equipment Use & Upkeep	3
TAG	2723	Agribusiness Human Relations	3
			18

Summer Semester

* * TAG	1816	Summer Internship	6

SOPHOMORE YEAR
Fall Semester

ACC	1213	Accounting I	3
TAG	2763	Applications of the Microcomputer in Agriculture	3
TAG	2313	Turfgrass Management	3
TAG	2323	Landscape Contracting	3
		Social Science	3
			15

Spring Semester

TAG	2163	Agricultural Law	3
SPT	1113	Speech	3
AGR	2314	Basic Soils	4
TAG	2333	Landscape Maintenance	3
TAG	2343	Landscape Management	3
			16

* The Math course required will be determined after placement tests and consultation with the program advisor.

** Students will also be required to work in the field with an approved landscape management firm to attain practical experience.

MECHANICAL TECHNOLOGY* (Suspended)

The Mechanical Technology curriculum is designed to develop technicians with the following: an ability to use physics and math as tools to the development of ideas that make use of scientific and technological principles; communications skills that include the ability to interpret, analyze, and transmit ideas graphically, orally and in writing; an understanding of the properties of materials commonly used in industry; an understanding of the principles of operation, function, and application of the tools of industry with a degree of skill in the operation of each; an ability to interpret drawing requirements for manufacturing including the ability to write specifications for all operations from raw materials to the finished product; a knowledge of business and industrial relations principles and their applications. Classroom theory is correlated with laboratory work in which the student becomes familiar with machines and practices of industry. During the sophomore year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control for specialization.

FRESHMAN

First Semester

ENG	1113	English Composition I	3
TRS	1623	Technical Mathematics I (or MAT 1313)	3
TDR	1113	Fundamentals of Drafting	3
TMT	1614	Manufacturing Processes I	4
TMT	1403	Fundamentals of Machine Shop	3
			16

Second Semester

ENG	1123	English Composition II	3
TRS	1633	Technical Mathematics II (or MAT 1323)	3
TDR	1213	Machine Drafting	3
TMT	1634	Manufacturing Processes II	4
TMT	1622	Materials of Industry	2
			15

SOPHOMORE

First Semester

		Behavioral/Social Science Elective (or TRS 1133)	3
TRS	1443	Basic Electricity	3
TRS	2513	Technical Physics I (or PHY 2414)	3
TMT		Mechanical Technology Electives	9
			18

Second Semester

**		Elective	3
TRS	2523	Technical Physics II (or PHY 2424)	3
TMT		Mechanical Technology Electives	9
			15

Summer Session

NOTE:

With the exception of two additional courses, EDP 1003 and MST 1213, the first year of this program is identical to the first year of the Computer Aided Manufacturing (TCM) Technology program. With adviser approval, selected TCM courses may be substituted for TMT electives during the second year.

* Adult continuing education program only. TMT courses are offered in various manufacturing plants throughout the Hinds Community College District as needed by local industries.

** Selected with approval of program adviser/counselor.

MEDIA TECHNOLOGY

Students who successfully complete the program will be able to operate an educational media program and operate equipment used in a television studio.

FRESHMAN

			Semester Hours	
			1st Sem.	2nd Sem.
ENG	1113, 1123	English Composition I, II	3	3

MAT	1233, 1313	Intermediate Algebra, College Algebra	3	3
TME	1113	Introduction to Radio & TV Production	3	
TME	1244	Introduction to Mass Communication		4
TME	1213	Operation & Maintenance of AV Equipment	3	
TME	1323	Electronics for Media	3	
TME	1314	Fundamentals of Television Production		4
		Electives	3	3
			18	17

SUGGESTED ELECTIVES

PSY 1513, EPY 2533, EPY 2543 SOC 2143

SOPHOMORE

TME	2234	Instructional Graphics		4
TME	2243	Cataloging Non-Print Material		3
TME	2324	Intermediate Television Production	4	
TME	2334	Advanced Television Production		4
TME	2414	Fundamentals of Audio Production	4	
TME	2424	Editing		4
SPT	1113	Principles of Speech	3	
		Electives	3	3
			14	18

SUGGESTED ELECTIVES

TME 2514, TDR 1113, TEL 1123

MEDICAL LABORATORY TECHNOLOGY

Summer Semester

ENG	1113, 1123	English Composition I & II	6
MAT	1233	Intermediate Algebra	3
			9

FRESHMAN

First Semester

BIO	1852	Introduction to Clinical Lab	2
CHE	1211, 1213	General Chemistry I	
		or	
CHE	1311, 1313	Principles of Chemistry I	4
BIO	2924	General Microbiology	4
BIO	2973	Parasitology	3
PSY	1513	General Psychology I	3
			16

Second Semester

BIO	2653	Immunology and Serology	3
MLS	1111	Introduction to Phlebotomy	1
CHE	1221, 1223	General Chemistry II	
		or	
CHE	1411, 1413	Introductory Organic and Biochemistry	4
BIO	2991	Hemostasis	1
BIO	2992	Hematology Lab	2
BIO	2993	Hematology	3
BIO	1552	Nephrology Lab	2
			16

Summer Semester

MLS	2116	Clinical Experience	6
		Behavioral/Social Science Elective	3
			9

SOPHOMORE

BIO	2614	Immunohematology	4
BIO	2965	Pathogenic Microbiology	5
CHE	2612	Clinical Chemistry Lab	2
CHE	2213	Clinical Instrumentation	3
CHE	2613	Clinical Chemistry	3
			17

Spring Semester

MLS	2126	Clinical Experience	6
MLS	2136	Clinical Experience	6
			12

The Medical Laboratory Technical program is designed to prepare students to work in the clinical laboratories of hospitals, doctor's offices, clinics, and other health related facilities. Graduates who are interested can enter the sales field for laboratory supplies and instruments and/or repairing and servicing of laboratory instruments.

In order to progress in this program, a student must make at least a "C" on all MLS and Related Science courses. Students who have grades below the required "C" must repeat. Subjects may be repeated in two areas only and one time only. This will also apply to rotation in the assigned hospitals.

The credit for clinical experience is based upon both satisfactory completion of study sessions and of each department of the clinical training. Final study sessions will follow the completion of clinical experience.

Graduation from the Medical Laboratory Technology program qualifies students to take a national examination under the auspices of the American Society of Clinical Pathologist for certification as a Medical Laboratory Technician and/or the national certification agency for Certified Laboratory Technician.

MEDICAL RECORD TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I	3
BIO	2514	Anatomy & Physiology I	4
MRS	1113	Medical Record Science I	3
MRS	1123	Medical Terminology	3
TBT	1123	Intermediate Typing	3
			16

Second Semester

ENG	1123	English Composition II	3
BIO	2524	Anatomy & Physiology II	4
MRS	1133	Medical Record Science II	3
MRS	1143	Advanced Medical Terminology	3
MRS	1163	Medical Transcription	3
			16

SOPHOMORE

First Semester

MRS	2113	Medical Record Science III	3
MRS	2146	Directed Practice I	6
PSY	1513	General Psychology I	3
MRS	1153	Basic Pathology	3
TBT	1133	Data Entry & Retrieval	3
			18

Second Semester

MRS	2133	Medical Record Science IV	3
MRS	2156	Directed Practice II	6
TBT	2533	Word Processing I	3
TBT	2733	Office Management	3
			15

The Medical Record Technician program is an Associate Degree Technical Program designed to prepare students to work as a technical specialist in health record systems. This program, offered at the Raymond Campus, is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with th American Medical Record Association. The curriculum includes traditional lecture courses as well as laboratory courses and directed practice courses. The student is responsible for providing a completed health form and transportation for the directed practice courses which are offered on-site at varoius health care facilities in the Jackson-Vicksburg area. These courses reinforce student learning through practical experience in actual clinical settings. Graduates of accredited programs in medical record technology are eligible to write the accreditation examination of the American Medical Record Association for national qualification as an A.R.T., Accredited Record Technician.

In addition to the regular college admission policies, a student must meet the following admission criteria for the Medical Record Technology Program: 1 unit of high school biology; ½ unit typewriting; and a minimum composite score of 15 on the ACT; and a preadmission interview with the department chairman. Students must pass required courses in the curriculum with a grade of "C" or better in order to continue in the program. Two courses may be repeated, one time only.

Students desiring to apply for this program should contact the Chairman, Medical Record Technology, Raymond Campus, at 857-3246 (Post Office Box 10428, Raymond, Mississippi 39154-9799) or the Technical Counseling Office, Raymond Campus, for further information.

MICROCOMPUTER INFORMATION PROCESSING TECHNOLOGY

(Prerequisite for Admittance to Program: TBT 1113 or Equivalent)

FRESHMAN

First Semester

ENG	1113	English Composition I 3
TRS	1713	Business Mathematics I 3
**		Accounting I 3
TBT	1123	Typewriting II 3
TMI	1133	Data Entry & Retrieval Operations 3
TMI	1813	Intro. to Microcomputers & BASIC Programming 3
		18

Second Semester

ENG	1123	English Composition II 3
**		Accounting II 3
TBT	1313	Records Management I 3
*		Elective 3
TBT	2613	Business Communication I 3
TMI	2813	Information Processing I 3
		18

Office Microcomputer Specialist Certificate is available at completion of first two semesters.

SOPHOMORE

First Semester

**		Science or Mathematics 3
TBT	2733	Office Management
or		or
TBT	2743	Small Business Management 3
TMI	2833	Data Base Management 3
TMI	2843	Microcomputer Business Applications I 3
**		Elective 3
		15

Second Semester

**		Behavioral/Social Science Elective 3
TMI	2823	Information Processing II 3
TMI	2853	Microcomputer Business Applications II 3
SPT	1113	Oral Communications 3
*		Elective 3
		15

* Electives selected with approval of program adviser. For A.A.S. degree 15 semester hours of general education is required.
** Selected with approval of program adviser.

MICROCOMPUTER SERVICE TECHNOLOGY

FRESHMAN

First Semester

ENG	1113	English Composition I (Technical Writing) 3
MAT	1313	College Algebra
		or
TRS	1623	Tech Math I 3
TDR	1113	Introduction to Drafting 3
TEL	1356	Electricity for Electronics 6
TDP	1003	Orientation to Data Processing 3
		18

Second Semester

ENG	1123	English Composition II (Technical Writing) 3
MAT	1323	Trigonometry
		or
TRS	1633	Tech Math II 3

TMS	1224	Solid State/Digital Electronics Devices 4
TMS	1213	Programming Systems 3
TMS	1223	Intro. to Microprocessors & Interfacing 3
		16

Sophomore
First Semester

PHY	2414	General Physics I 4
		or
TRS	2513	Tech Physics I .....
TMS	2136	Microcomputer Electronics Theory & Servicing I 6
TMS	2146	Microcomputer Peripheral & Electro-Mechanical Devices I 6
		Behavioral/Social Science Elective
		or
TRS	1133	Industrial Psychology 3
		19

Second Semester

PHY	2424	General Physics II 4
		or
TRS	2523	Technical Physics II .....
TMS	2256	Microcomputer Electronics Theory and Servicing II 6
TMS	2266	Microcomputer Peripheral & Electro-Mechanical Device II 6
		Elective 3
		19

APPROVED ELECTIVES

Related Computer Science Course
Related Data Processing Courses
Related Electronic Technology Courses
Related Microcomputer Information Processing Courses

POSTAL MANAGEMENT TECHNOLOGY

FRESHMAN
First Semester

ENG	1113	English Composition I 3
		Mathematics Elective 3
ECO	2113	Principles of Economics I 3
TDP	1003	Orientation to Data Processing 3
TPM	1113	History & Organization of Postal Service 3
		15

Second Semester

ENG	1123	English Composition II 3
ECO	2123	Principles of Economics II 3
PSY	1513	General Psychology I 3
TPM	1123	Employee & Labor Relations 3
TPM	1133	Finance 3
		15

SOPHOMORE
First Semester

SOC	2113	Introduction to Sociology 3
SPT	1113	Oral Communications 3
ACC	1213	Principles of Accounting I 3
TDM	2163	Personnel Management 3
TPM	2113	Mail Processing 3
		Elective 3
		18

Second Semester

ACC	1223	Principles of Accounting II 3
TPM	2123	Customer Services 3
TPM	2133	Postal Problem Analysis 3
		Electives 7
		16

RESPIRATORY THERAPY - ONE PLUS ONE PROGRAM

The Respiratory Therapy One Plus One Program is designed to offer vertical mobility in the Respiratory Therapy profession. The two levels of education recognized by the National Board for Respiratory Therapy are : (a) the certification level student (preparing for the Certified Respiratory Therapy Technician level) and (b) the registry level student (preparing for the Registered Respiratory Therapist level).

A nine month core curriculum is required as an entry level requirement for both levels. After the core curriculum requirement is completed the student must decide which level to enter; Certification or Registry.

The Certification level student will complete an additional three (3) months course of study, for a total of twelve (12) months, which offers a certificate of completion and eligibility to take the Single Entry Level Exam (formerly Certification Exam) for certification by the National Board for Respiratory Care.

The Registry level student will complete an additional fifteen (15) months course of study, for a total of twenty-four (24) months, which offers an Associate in Applied Science Degree and eligibility to take the Single Entry Exam (formerly Certification Exam) and the Registry Exams for registration by the National Board for Respiratory Care.

Clinical experience is required for both the certification level student and the registry level student and is intergraded with classroom experience. The clinical experience is provided primarily by Hinds General Hospital and Mississippi Baptist Medical Center with contributions from other local health care facilities.

Entrance into the Respiratory Therapy One Plus One Program is according to admissions requirements for allied health programs. Entrance into the Respiratory Therapy One Plus One Program is according to admissions requirements for allied health programs. **A STUDENT MUST COMPLETE BOTH THE FIRST YEAR AND THE SECOND YEAR OPTION TO BE ELIGIBLE FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE.**

ADVANCED STANDING

N.B.R.C. certified or certification eligible students may receive advanced standing into the registry program after completing the following college courses or equivalent with a 2.0 GPA in each course.

1. Intermediate Algebra
2. English Composition I
3. Behavioral Science Elective
4. Principles of Chemistry

Entrance into the Respiratory Therapy program is limited and therefore competitive. Applications must be received for the fall class before the published deadline.

NOTE: 1 Year Option: Respiratory Therapy Technician
2 Year Option: Respiratory Therapist

FRESHMAN
First Semester

TRT	1113	Orientation to Respiratory Care	3
TRT	1116	Respiratory Care Anatomy & Physiology	6
TRT	1214	Respiratory Technology I	4
TRT	1313	Respiratory Care Science	3
MAT	1233	Intermediate Algebra (or TRS 1623)	3
			19

Second Semester

TRT	1224	Respiratory Technology II	4
TRT	1414	Patient Assessment	4
TRT	1715	Clinical Experience I	5
ENG	1113	English Composition I	3
			16

Summer Session
1 Year Option
Respiratory Therapy Technician

TRT	1722	Clinical Experience II (1st 4-week term)	2
TRT	1732	Clinical Experience III (2nd 4-week term)	2
TRT	1741	Respiratory Care Review I (2nd 4-week term)	1
			5

TECHNICAL CERTIFICATE IN RESPIRATORY THERAPY TECHNOLOGY 40

OR
Summer Session
2 Year Option
Respiratory Therapist

ENG	1123	English Composition II	3
		Behavioral Science Elective	3

CHE	1311	Principles of Chemistry I Lab	1
CHE	1313	Principles of Chemistry	3
			10

SOPHOMRE

First Semester

TRT	2113	Advanced Respiratory Care Theory I	3
TRT	2116	Cardiopulmonary Physiology I	6
TRT	2213	Respiratory Care Management	3
TRT	2314	Diagnostic Interpretation	4
			16

Second Semester

TRT	2123	Advanced Respiratory Care Theory II	3
TRT	2216	Cardiopulmonary Physiology II	6
TRT	2413	Advanced Clinical I	3
TRT	2612	Cardiopulmonary Testing	2
BIO	2924	Microbiology	4
			18

Summer Session

TRT	2422	Advanced Clinical II (1st 4-week term)	2
TRT	2432	Advanced Clinical III (2nd 4-week term)	2
TRT	2741	Respiratory Care Review II (2nd 4-week term)	1
			5

ASSOCIATE IN APPLIED SCIENCE DEGREE: RESPIRATORY THERAPIST

SUPERVISION AND MANAGEMENT TECHNOLOGY

The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government area where currently employed. Students attend classes from 6:30 PM to 9:30 PM two nights per week and earn six credit hours per semester. The curriculum will lead to an Associate of Applied Science Degree; it is not designed for transfer.

First Year

TRS	1413	Industrial Safety	3
ECO	2113	Principles of Economics I	3
TDM	2513	Principles of Management	3
TMT	2713	Principles of Supervision	3
MAT	1233	Intermediate Algebra	
		or	
TRS	1623	Technical Mathematics I	3
			15

Second Year

ACC	1213	Principles of Accounting I	3
TMT	2694	Production Planning & Problems	4
TMT	2663	Motion & Time	3
TDM	2163	Personnel Management	3
ENG	1113	English Composition I	3
			16

Third Year

TMT	2623	Introduction to Quality Control	3
TRS	1133	Industrial Psychology	3
SOC	2113	Introduction to Sociology	3
ENG	1123	English Composition II	3
**		Elective	3
			15

Fourth Year

TDP	1003	Introduction to Data Processing	3
SPT	1113	Oral Communications	3
TMT	2773	Job Analysis	3
TMT	2213	Labor Law for Supervisors	3
**		Elective	3
TMT	2783	Labor Relations	3
			18

** Selected with approval of program adviser.

TECHNICAL COURSE DESCRIPTIONS

ACCOUNTING TECHNOLOGY

TAC 2213 Intermediate Accounting I **3 SH**

Designed for students in non-transfer business programs. Accounting theory and practice as applied to cash, receivables, inventories, investments, and other analytical processes. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

TAC 2223 Intermediate Accounting II **3 SH**

(Prerequisite: TAC 2213) Designed for students in non-transfer business programs. Accounting theory and practice as applied to plant and equipment assets, corporate net worth, single entry, application of funds, and statement analysis. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

TAC 2313 Cost Accounting **3 SH**

(Prerequisite: TAC 2223) Designed for students in non-transfer business programs. Fundamental principles employed in accounting for the three elements of cost; materials, labor, and factory overhead expenses; the application of these principles in a job order system of cost accounting, and a standard cost system; and various miscellaneous techniques used in cost accounting. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

TAC 2413 Income Tax Accounting **3 SH**

(Prerequisite: TAC 2223) Designed for students in non-transfer business programs. State and federal income tax and social security laws; preparation of reports required by both state and federal agencies for individuals and individual partnerships. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

AGRICULTURAL TECHNOLOGY

TAG 1211 Professional Development I **1 SH**

Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)

TAG 1221 Professional Development II **1 SH**

Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state and national level. (1 hr lecture)

TAG 1323 Crops Science **3 SH**

Study of cotton, soybean, and grain crops. Instruction in the proper management of crops from selection to harvesting. (2 hr lecture, 2 hr lab)

TAG 1413 Animal Handling Techniques **3 SH**

A study in the handling and restraining of livestock (2 hr lecture and 2 hr lab)

TAG 2134 Agriculture Business Management **4 SH**

A study of the procedures used in managing an agricultural business. Instruction will also be provided concerning the decision making process in an agricultural business. (3 hrs. lecture, 2 hrs. lab)

TAG 2163 Agricultural Law **3 SH**

An agricultural study of legal influences, concepts and case studies involving estates, contracts, property and taxes as related to the acquisition of real estate, the use of land and water, the production of crops and livestock and the organization of farm businesses. (3 hr lecture)

TAG 2211 Professional Development III **1 SH**

Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)

TAG 2221 Professional Development IV **1 SH**

Emphasis on career opportunities available in agriculture, development of leadership traits, and involvement in co-curricular activities at the local, state, and national level. (1 hr lecture)

TAG 2413 Farm Management **3 SH**

Decisions involved in organizing and operating a farm business using the basic principles of farm management, budgeting procedures, farm records, taxation and farm financing. (3 hr lecture)

TAG 2433 Agricultural Marketing Techniques **3 SH**

Present system of marketing farm products with emphasis on the principles, functions, agencies and methods used in the marketing process from farm owner to consumer. (3 hr lecture)

TAG 2443 Agricultural Chemicals and Pest Control **3 SH**

(Prerequisite: CHE 1313 or consent of instructor) Farm pesticides used in the agricultural industry with emphasis on their composition, mode of action, limitations of use and laws regulating their use in relation to our environment. (3 hr lecture)

TAG 2514 Livestock Management I **4 SH**

A study of the various breeds of beef cattle, dairy cattle, swine, sheep and horses. Emphasis will also be placed on the breeding and feeding of each species. (3 hrs. lecture, 2 hrs. lab)

TAG 2524 Livestock Management II **4 SH**

(Prerequisite: TAG 2514) A study of the management practices associated with the production of beef cattle, dairy cattle, swine, sheep, and horses. Emphasis will also be placed on the marketing of each species. (3 hrs. lecture, 2 hrs. lab)

TAG 2534 Agricultural Sales and Advertising **4 SH**

A study of agricultural sales including selling techniques, approaches, and sales management. This course will also include training in displaying merchandise and the use of other advertising methods. (3 hrs. lecture, 2 hrs. lab)

TAG 2623 Physiology of Reproduction **3 SH**

Study of the reproductive systems of the male and female bovine. A full study of reproductive physiology and the application of scientific practices. (2 hr lecture, 2 hr lab)

TAG 2723 Agribusiness Human Relations **3 SH**

An in-depth study of human relations pertaining to employee-employer relations, employer-employee relations, employee-customer relations, and employer-customer relations in agribusinesses. (2 hr lecture,2 hr lab)

TAG 2763 Microcomputer Applications in Agriculture **3 SH**

A study of the microcomputer and its use and application in agriculture. (1 hr lecture, 4 hrs lab)

TAG 2773 Agricultural Financial Records **3 SH**

A study of farm financial reports, the development of accrual and cash records, and the analysis of the financial position of a business. (3 hrs. lecture)

ANIMAL HEALTH TECHNOLOGY

TAG 1441 Veterinary Medical Terminology **1 SH**

A study of Greek and Latin prefixes, suffixes, root words, and other medical related terms.

TAG 1453 Animal Restraint and Medications **3 SH**

Study and practice of restraining large and small animals, utilizing both chemical and physical means of safe and humane restraint. Basic terminology, usage measurement administration, and safe storage of drugs. (2 hr lecture, 2 hr lab)

TAG 1464 Animal Anatomy and Physiology **4 SH**

Anatomy and physiology of large and small animals with emphasis on practical clinical application; the organization and function of the systems involved in the living parts which make up these systems. Selected cadavers dissected in the laboratory. (3 hr lecture, 2 hr lab)

TAG 1516 Clinical Experience I **6 SH**

Practical animal technicians clinical experience in an approved veterinary clinic or related veterinary professional field. (10 weeks of experience)

TAG 1713 Animal Parasites and Diseases **3 SH**

The student will accquire full knowledge of the etiology, symptoms, pathology, transmission, duration, prognosis, prevention diagnostic test, and general knowledge of common parasites and diseases of farm animals and pets.

TAG 2113 Clinical Pathology **3 SH**

The study and practical application of veterinary diagnostic aids. Includes blood chemistry, hematology (CBC), urinalysis, fecal analysis, and other diagnostic aids. Collection and care of specimens.

TAG 2174 Laboratory Animals **4 SH**

(Prerequisites: Successful completion of first year's work.) The Animal Health Technician student will rotate through the Laboratory Animal Unit of the College of Veterinary Medicine. Maintenance of health laboratory animals to include proper nutrition, husbandry and handling will be emphasized.

TAG 2184 Internship **4 SH**

(Prerequisite: Successful completion of first year's work.) An Animal Health Technician student will be required to complete one 4-week preceptorship with an APPROVED Mississippi veterinary practice or laboratory animal facility. The internship provides hands on experience in a small animal, mixed animal, large animal or laboratory animal facility.

TAG 2214 Small Animal Health Assessment Service **4 SH**

(Prerequisite: Successful completion of first year's work.) This rotation will require active participation in the management of small animal cases, to include the business aspects of the practice environment and the delivery of health maintenance programs associated with a small animal clinical service.

TAG 2224 Small Animal Medicine **4 SH**

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Small Animal Unit of the Animal Health Center under the direct supervision of internal medicine faculty. The student will participate in the receiving, analysis and management of patients referred for medical care.

TAG 2234 Large Animal Clinic 4 SH

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Food Animal and Equine Units of the Large Animal Clinic under the direct supervision of large animal clinical faculty. The student will participate in the receiving, analysis and management of food animal and equine patients referred for medical or surgical care.

TAG 2244 Field Services 4 SH

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Field Services Unit of the Animal Health Center under the direct supervision of large animal clinical faculty. The student will participate in problem analysis, case management and development of health maintenance programs for populations of animals.

TAG 2254 Small Animal Surgery 4 SH

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Small Animal Surgery Unit of the Animal Health Center under the direct supervision of surgical faculty, and will participate in all aspects of patient preparation, patient, management, operating room set up, and surgical equipment and supply preparation.

TAG 2264 Anesthesia 4 S

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Anesthesia Services of the Animal Health Center under the direct supervision of faculty in anesthesia. Responsibilities include preoperative evaluation of patients, selection of appropriate anesthetic protocols, induction of anesthesia, maintenance of anesthesia, monitoring of anesthesia, anesthetic recovery of patients and post-operative management.

TAG 2274 Radiology 4 S

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Radiology Services of the Animal Health Center under the direct supervision of faculty radiologists. Responsibilities include positioning animals for radiographs. The student is also responsible for participation in ultrasound diagnostic and radiotherapy procedures.

TAG 2284 Laboratory Services 4 SH

(Prerequisite: Successful completion of first year's work.) The student will rotate through the Diagnostic Laboratory of the Aninal Health Center under the direct supervision of the Diagnostic Services faculty. Responsibilities include collection of laboratory samples, conducting laboratory analysis in clinical pathology, parasitology and bacteriology.

TAG 2294 Pharmacy Service/Necropsy 4 SH

(Prerequisite: Successful completion of first year's work.) The student will rotate through the pharmacy of the Animal Health Center under the direct supervision of a registered pharmacist, and will also rotate through the Necropsy Service of the Diagnostic Laboratory under the direct supervision of a faculty pathologist.

TAG 2454 Surgical and Hospital Techniques I 4 SH

Study and practical application of sterile techniques, preparation of the surgical site, operating room conduct, assisting the surgeon, pre-anesthetics, anesthesiology, and anesthetic emergencies. Familiarization of route hospital and clinical procedures.

TAG 2464 Surgical and Hospital Techniques II 4 SH

Study and practical application of basic surgical assistant skills and hospital procedures. Subjects include radiology, drug inventory, hospital organization and management, client relations, and business transactions.

LANDSCAPE MANAGEMENT

TAG 1333 Plant Materials 3 SH

Characteristics, identification, and landscape uses of ornamental trees, shrubs, vines, flowers and grasses adapted to Southern conditions. (6 hr lab)

TAG 1343 Basic Landscape Design 3 SH

(Prerequisites: TDR 1113, TAG 1333) A study of the use of plants as landscape architectural functional elements; developing a plant pallet; and the application of design principles to design elements for producing planting plans. (1 hr lecture, 4 hrs lab)

TAG 1353 Landscape Equipment Use and Upkeep 3 SH

A study of the equipment used in landscape management with emphasis on proper selection, operation and maintenance. (1 hr lecture, 4 hrs lab)

TAG 2313 Turfgrass Management 3 SH

The turfgrass industry, its history and development. The techniques used in the establishment and maintenance of turf for soil production, sports turf, home lawns, and commercial lawn areas. (2 hr lecture, 2 hr lab)

TAG 2323 Landscape Contracting 3 SH

(Prerequisites: TDR 1113, TDR 2123, TAG 1343) A study of landscape grading and drainage, including calculations for cuts and fills. Also an introduction to the composition and appropriate selection of landscape hard materials and proper methods of installation as used in the landscape contracting industry. (2 hr lecture, 2 hr lab)

TAG 2333 Landscape Maintenance 3 SH

(Prerequisites: TAG 1333, TAG 1343) A study of landscape maintenance practices involved with maintaining a landscape project after installation. (2 hr lecture, 2 hr lab)

TAG 2343 Landscape Management 3 SH

(Prerequisite: The student should have completed 3 semesters in this program.) An analysis of the legal, financial, and management aspects of landscape project contracting, which traces the process through inception, estimation, bidding, contract letting, construction and closing. (3 hr lecture)

TAG 1816 Agriculture Summer Internship 6 SH

(Prerequisite: The student should be enrolled in an agriculture related program of study.) Supervised summer work experience in an approved agribusiness firm related to the student's college program of study. (At least 160 clock hours of work experience.)

BANKING AND FINANCE TECHNOLOGY

TBF 1113 Principles of Banking 3 SH

Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)

TBF 1123 Money and Banking 3 SH

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stablization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

TBF 1133 Bank Management 3 SH

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

TBF 1143 Savings and Time Deposit Banking 3 SH

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences.

TBF 1153 Writing for Results: Written Communication for Bankers 3 SH

For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

TBF 1163 Supervision and Personnel Administration 3 SH

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

TBF 1173 Law and Banking Principles 3 SH

Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code.(3 hr lecture)

TBF 1183 Management Fundamentals 3 SH

Introduces student to the skills and techniques needed by managers. Focuses on the basic management functions. Designed for management trainees and new mid-level managers. (3 hr lecture)

TBF 1213 Lending to Agricultural Enterprises 3 SH

General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

TBF 1223 Real Estate Finance 3 SH

Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

TBF 1233 Bank Accounting 3 SH

Increased competition has focused attention on the need for personnel who are trained to analyze, interpret, and use financial data in a variety of applications. Bank Accounting meets this need and is designed to teach bank accounting principles and apply them to typical bank financial statements. The text discusses those aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically throughout the text. (3 hr lecture)

TBF 1243 Bank Control and Audit 3 SH

Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop

a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the needs for control and learn how to evaluate those controls. The course provides the insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. (3 hr lecture)

TBF 1253 Consumer Credit Analysis 3 SH

This course is designed for individuals who understand the basics of consumer lending and its function within a bank, but need specific training on the many aspects of making a consumer loan. (3 hr lecture)

TBF 1263 Corporate Banking: A Practical Approach to Lending 3 SH

A common sense approach to understanding the lending environment within a bank, this course provides the new or less-experienced commercial lender with a firm grasp of the sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Emphasis is practical and technical rather than theoretical. (3 hr lecture)

TBF 1273 Corporate Securities Services 3 SH

This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities. In addition, the program familiarizes students with the features, benefits and users of corporate securities products and services. The course also emphasizes the development of those skills required to perform the operational activities involved in delivering corporate securities products and services. (3 hr lecture)

TBF 1283 Deposit Operations 3 SH

This course examines the deposit operations of banks in the context of the U.S. payment system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanism are also covered. (3 hr lecture)

TBF 1293 Financial Planning for Bankers 3 SH

This course presents the fundamental concepts of financial planning. Its goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the current banking environment. The content is divided into two major sections. The first discusses the financial planning concept and its impact on bank personnel and consumers in an era of industry change. The second provides a framework for exploring the basic components of a financial plan, i.e., taxes, credit, housing and so on. (3 hr lecture)

TBF 1313 Analyzing Financial Statements 3 SH

Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

TBF 1323 Bank Cards 3 SH

An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

TBF 1333 Statement Analysis 3 SH

This revision of a popular series teaches the basic concepts and skills of statement analysis. Based on a 5-part, reusable self-instructional format, the components can be combined in various ways for maximum flexibility. Designed as a "how to" training program, the series offers immediate benefits for on-the-job applications. The revision incorporates the two previous offerings of Statement Analysis and Funds Statement/Funds Flow Analysis under one umbrella program. (3 hr lecture)

TBF 1343 Retail Banking Series 3 SH

This series consists of four programs that may be offered together or independently. The programs are Retail Management, Sales Management, Financial Performance of Banks and Selling Skills for Bankers. (3 hr lecture)

TBF 2123 Consumer Lending 3 SH

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

TBF 2133 Introduction to Commercial Lending 3 SH

This course is designed to give an overview of the bank's commercial lending function. It also stresses the need for a solid relationship between the bank's commercial customer and the lending officer as well as the importance of commercial loans to the bank's portfolio. (3 hr lecture)

TBF 2143 Credit Department Management 3 SH

This course is designed for credit department organizer or manager. A source of information directly applicable to the job situation with the goal of achieving maximum direct on-the-job application.

TBF 2153 Inside Commercial Banking 3 SH

Designed for higher-level entry bankers, this course is appropriate for person desiring an overview of the commercial banking industry. This course highlights the Monetary Control Act, the threat of non-banking competitors, interstate banking activities and regulations multinational banking and recent developments in Electronic Funds Transfer.

TBF 2213 Marketing for Bankers 3 SH

Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Over-view for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

TBF 2313 Bank Investments 3 SH

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

TBF 2323 Investment Basics and Beyond 3 SH

This course examines how the securities business works and broadens the student's knowledge of the investment services offered by their trust department. (3 hr lecture)

TBF 2333 Loan Officer Development 3 SH

This course focuses on people-skills and problem-solving. This well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressures, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. (3 hr lecture)

TBF 2413 The Trust Business 3 SH

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

TBF 2423 International Banking 3 SH

Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another country. (3 hr lecture)

TBF 2433 Trust Management 3 SH

This course is designed for the requirements for more specialists to become qualified managers within the trust departments.

TBF 2723 Securities Processing 3 SH

This course is particularly relevant for operations personnel who wish to develop a broad knowledge of the securities business and its application within the banking environment. The text emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. Emphasis is also placed upon skills development. Through this course, the student will learn to perform specific securities processing activities with care and accuracy. (3 hr lecture)

TBF 2813 Management of Commercial Bank Funds 3 SH

Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital and related each to the other. (3 hr lecture)

TBF 2823 Law and Banking Applications 3 SH

The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation and the payments mechanism. (3 hr lecture)

TBF 2833 Federal Regulation of Banking 3 SH

A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

TBF 2843 Branch Management 3 SH

Necessary principles for developing adequate branch management of operations, lending and management functions. The course brings together policies in the areas of branch organization, teller functions, branch staffing operations, branch budgeting, platform functions, managerial operations, commercial lending, loan documentation, collateral, financial statements, elements of the financial statement, evaluating loan requests, credit checking, roles of the branch manager, theories of motivation, job enrichment, management by objective, performance evaluation, transactional analysis, and conflict resolution. (3 hr lecture)

BIOMEDICAL EQUIPMENT TECHNOLOGY

TBM 1113 Introduction to Biomedical Equipment 3 SH

Emphasis is placed on human physiology to enhance the student's comprehension of the needs and applications of biomedical equipment. The student is introduced to medical equipment. The student is introduced to medical circuits, and how they made the human-equipment interface. (3 hr lecture)

TBM 2124 Biomedical Equipment I 4 SH

(Prerequisite: Sophomore standing) A course in the theory, application and maintenance of a variety of basic, electrical and mechanical apparatus commonly used in hospitals. Introduction to electrocardiographic equipment: operation, theory, design, and circuitry, and trouble seeking techniques. (2 hr lecture, 4 hr lab)

TBM 2134 Biomedical Equipment II 4 SH

(Prerequisite: Sophomore Standing and TBM 2124) A continuation of Biomedical Equipment I. Major emphasis is placed on multi-purpose diagnostic equipment, transducers, transmitters, receiving units and recorders. Introduction to basic X-ray and laboratory equipment is given to the student. (2 hr lecture, 4 hrs lab)

TBM 2143 Safety Inspections, Standards, and Management 3 SH

(Prerequisite: Sophomore Standing) A comprehensive review of hospital equipment with emphasis on the problems of installation and interface of these units with utilities and architectural configurations of the hospital. Particular attention is given to all aspects which involve physical or biological hazards to patients or operating personnel. Legal implications will be considered. This course will prepare the student to develop and implement equipment management and control systems. (1 hr lecture, 4 hrs lab)

BUSINESS TECHNOLOGY

TBT 1003 Refresher Typewriting 3 SH

(Prerequisite: TBT 1113 or equivalent) Review of basic typewriting techniques, typewriter operations, letter writing, and business forms. (3 hr lecture)

TBT 1011 Spelling 1 SH

Review and application of spelling rules, terminology, and word usage. (1 hr lecture)

TBT 1013 Refresher Shorthand 3 SH

(Prerequisite: TBT 1213 or equivalent) Review of the principles of Gregg Shorthand with emphasis upon shorthand symbols and dictation on familiar material. (3 hr lecture)

TBT 1023 Spelling and Proofreading 3 SH

Study of pronunciation, spelling, and definitions. Emphasis is placed on rules of spelling and proofreading. (3 hr lecture)

TBT 1111 Keyboarding 1 SH

Introduction to touch-system on the alphabetic keyboard. (1 hr lecture)

TBT 1113 Elementary Typewriting (Typewriting I) 3 SH

Introduction to keyboarding, principles of the use and care of the typewriter, typewriting of business letters, tables, outlines, and manuscripts. (3 hr lecture)

TBT 1121 Intensive Machine Transcription 1 SH

(Prerequisite: TBT 1113) Brief introduction to typewriting from machine dictation. (1 hr lecture)

TBT 1123 Intermediate Typewriting (Typewriting II) 3 SH

(Prerequisite: "C" or better in TBT 1113 or equivalent) Continuation of elementary typewriting. Detailed study of business letters, tabulation, and business forms. (3 hr lecture)

TBT 1133 Data Entry and Retrieval Operations 3 SH

(Prerequisite: TBT 1113 or equivalent) Introduction to the data processing functions of recording, coding, sorting, calculating, summarizing, communicating, storing, and retrieving on the microcomputer. (3 hr lecture)

TBT 1213 Elementary Shorthand (Shorthand 1) 3 SH

Introduction to the principles of Gregg Shorthand. No previous instruction in shorthand required. (3 hr lecture)

TBT 1223 Intermediate Shorthand (Shorthand II) 3 SH

(Prerequisite: TBT 1213 or equivalent and TBT 1113 or equivalent) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription on familiar material. (3 hr lecture)

TBT 1313 Records Management I 3 SH

Introduction to records management. Includes function of records and theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. (3 hr lecture)

TBT 1323 Records Management II 3 SH

(Prerequisite: TBT 1313) Continuation of study of records management. (3 hr lecture)

TBT 1433 Secretarial Accounting I 3 SH

Introduction to the fundamentals of accounting theory and practice for secretarial students. Accounting for single proprietorship covered. (3 hr lecture)

TBT 1443 Secretarial Accounting II **3 SH**
(Prerequisite: TBT 1433) Review and continuation of the fundamentals of accounting theory with emphasis on practical experience. (3 hr lecture)

TBT 1513 Machine Transcription **3 SH**
(Prerequisite: TBT 1113) Introduction to typewriting from machine dictation. (3 hr lecture)

TBT 1813 Introduction to Microcomputers and BASIC Programming **3 SH**
(Prerequisite: TBT 1113 or equivalent) Introduction to microcomputer operations and principles of computer programming using BASIC language. (3 hr lecture)

TBT 1823 Advanced BASIC Programming **3 SH**
(Prerequisite: TBT 1133, 1813) Continuation of the study of BASIC programming with emphasis on file access techniques, program design, and computer generated screen design. (3 hr lecture)

TBT 2113 Advanced Typewriting (Typewriting III) **3 SH**
(Prerequisite: "C" or better in TBT 1123 or equivalent) Continuation of intermediate typewriting with emphasis on skill building and production in specialized ares. (3 hr lecture)

TBT 2123 Production Typewriting (Typewriting IV) **3 SH**
(Prerequisite: TBT 2113 or instructor's permission) Development of typewriting production rate. Practice in planning and typewriting advanced jobs under office conditions. (3 hr lecture)

TBT 2213 Advanced Shorthand (Shorthand III) **3 SH**
(Prerequisite: TBT 1123, 1223) Continuation of Shorthand II with emphasis on developing high levels of proficiency. (3 hr lecture)

TBT 2223 Dictation and Transcription **3 SH**
(Prerequisite: TBT 1123,1223) Development of shorthand transcription skills. (3 hr lecture)

TBT 2233 Expert Shorthand **3 SH**
(Prerequisite: TBT 2113,2223) Development of expert levels of writing and transcribing Gregg Shorthand. Shortcuts, speed pointers and writing techniques emphasized. (3 hr lecture)

TBT 2413 Office Procedures I **3 SH**
(Prerequisite: TBT 1113 or equivalent) Study and application of modern secretarial procedures. (3 hr lecture)

TPL 2423 Legal Office Procedures I **3 SH**
(Prerequisite: TBT 1113 or equivalent) Study of the professional aspects of the work of the legal secretary. (3 hr lecture)

TPL 2433 Office Procedures II **3 SH**
(Prerequisite:TBT 2413) Continuation of the study of modern secretarial procedures. (3 hr lecture)

TBT 2443 Medical Office Procedures **3 SH**
(Prerequisite: TBT 1113 or equivalent) Study of the general duties and responsibilities of medical secretaries. (3 hr lecture)

TBT 2453 Legal Office Procedures II **3 SH**
(Prerequisite: TBT 2423) Continuation of the study of the professional aspects of the work of the legal secretary. (3 hr lecture)

TPL 2463 Introduction to the Legal System **3 SH**
Introduction to the legal system with concentration placed on the structure and operation of the court systems. (3 hr lecture)

TPL 2473 Legal Bibliography **3 SH**
Introduction to investigative and interviewing techniques, evidence evaluation, and data gathering. (3 hr lecture)

TPL 2483 Estates and Trusts **3 SH**
Study of wills and trusts and principles of law applicable to each; analysis of administration of estate in probate; probate court and review of estate and inheritance taxes. (3 hr lecture)

TPL 2493 Mississippi Rules of Court Practice **3 SH**
The study of the Mississippi court systems and procedures with emphasis on state, Supreme Court, and federal rules.

TBT 2523 Electronic Calculators **3 SH**
Study of touch system in operation of electronic calculators with business math applications (3 hr lecture)

TBT 2533 Word Processing I **3 SH**
(Prerequisite: TBT 1123) Introduction to various types of automatic typewriting equipment. (3 hr lecture)

TBT 2543 Word Processing II **3 SH**
(Prerequisite: TBT 2533) Continuation of the study of automatic typewriting equipment. (3 hr lecture)

TPL 2563 Family Law **3 SH**
The study of the areas of law pertaining to the family: marriage, divorce, child custody, parentage and paternity, youth court, duties to disabled persons, and civil and criminal support enforcement laws.

TPL 2573 Trial Preparation 3 SH
(Prerequisite: TPL 2463, Introduction to Legal Systems) The study of the duties of the paralegal before a trial begins. Emphasis on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses.

TPL 2583 Legal Writing 3 SH
(Prerequisite: TPL 2463, Introduction to Legal Systems) Composition of legal communications, briefs, memoranda, and related legal documents.

TPL 2593 Abstracting 3 SH
(Prerequisite: TPL 2463, Introduction to Legal Systems) Study of methods of recording, conveyancing, and deraignment of land titles, including problems in the preparation of instruments of title and abstracts of title.

TBT 2613 Business Communications I 3 SH
(Prerequisite: ENG 1113 and TBT 1113 or equivalent) Introduction to composition of business letters and reports. Application of grammar, typewriting, speech, and human relations skills in simulated office situations. (3 hr lecture)

TBT 2623 Business Communications II 3 SH
(Prerequisite: TBT 2613) Continuation of the study of business communications. (3 hr lecture)

TBT 2713 Secretarial Practicum 3 SH
(Prerequisite: All freshman courses and first-semester sophomore courses) Supervised practical applications of theory and skills in various job situations within an office. (1 hr lecture, 4 hr lab)

TBT 2723 CPS Review I 3 SH
(Prerequisite: Instructor's consent) Instruction in modern procedures of office operations and the development of a body of knowledge about these procedures. Review of environmental relationships in business and communications and decision making. Designed to upgrade experienced, on-the-job secretaries and to provide refresher and study on subject areas in preparation for the CPS Examination. (3 hr lecture)

TBT 2733 Office Management 3 SH
Study of principles of management as applied to office work. (3 hr lecture)

TBT 2743 Small Business Management 3 SH
The study of the creation and management of small firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of small businesses. (3 hr lecture)

TBT 2813 Information Processing I 3 SH
(Prerequisite: TBT 1123 or equivalent) Introduction to information processing concepts with emphasis on the development of word and data processing skills and management techniques. (3 hr lecture)

TBT 2823 Information Processing II 3 SH
(Prerequisite: TBT 2813) Continuation of the development of information processing skills on the microcomputer with emphasis on supervisory skills and management techniques. (3 hr lecture)

TBT 2833 Data Base Management 3 SH
(Prerequisite: TBT 1133) Introduction to data base concepts using prewritten data base software on the microcomputer. (3 hr lecture)

TBT 2843 Microcomputer Business Applications I 3 SH
(Prerequisite: TBT 1133 or equivalent) Introduction to the electronic spread-sheet as an aid to management decision making. (3 hr lecture)

TBT 2853 Microcomputer Business Applications II 3 SH
(Prerequisite: TBT 1133 and one semester of accounting or equivalent) Continuation of Microcomputer Applications I, including microcomputer accounting applications. (3 hr lecture)

CHILD DEVELOPMENT TECHNOLOGY

TCC 1113 An Orientation of Students to the Field 3 SH
An overall view of goals, children, schools, techniques and curriculum; views the past, present and future of early childhood education; presents a global perspective. (3 hr lecture)

TCC 1114 Child Development I 4 SH
An introductory study of the various stages of development from conception through toddlerhood with emphasis on the physical, social, emotional and cognitive aspects of development and the influence of the cultural environment. (3 hr lecture, 2 hr lab)

TCC 1124 Child Development II 4 SH
A study of the preschool child ages three through six. The characteristics of their physical, cognitive, emotional and social development, and how behavior can be influenced through planned activities. (3 hr lecture, 2 hr lab)

TCC 1163 Art for Young Children 3 SH
Experience with children's art in a variety of media. Basic instructions concerning the value of creative art, selection and objective use of art activities. (3 hr lecture)

TCC 1233 Music for Children 3 SH
A study of the fundamentals of music, sight reading and terminology. Development of a music program and its incorporation into other areas of the curriculum. Overview of commercial and teacher made material. (3 hr lecture)

TCC 1313 Language Arts for Young Children 3 SH
A study of importance and significance of language development for the preschool child. Emphasis on selection and use of literature to stimulate language conceptual growth; creative activities designed to stimulate language development. (3 hr lecture)

TCC 2113 Child Nutrition and Health Care 3 SH
Basic information on human nutrition, nutritional values of foods, menu planning, nutritional needs for young children and preparation of meals. (2 hr lecture, 2 hr lab)

TCC 2124 Methods and Materials of Teaching 4 SH
Critical analysis of teaching materials and their organization into units. Special consideration of math, science, and social concepts. Construction of creative teaching materials. (3 hr lecture, 2 hr lab)

TCC 2163 Administration of Preschool Programs 3 SH
Overall view of the complete preschool program operation including philosophy, program, personnel, equipment, curriculum and the place of center in the community, a survey of child care facilities are made. (3 hr lecture)

TCC 2224 Day Care/Kindergarten Practicum I 4 SH
Supervised experience in nursery laboratory school; planning and presentation of various types of learning experiences for young children. (1 hr lecture, 6 hr lab)

TCC 2264 Day Care/Kindergarten Practicum II 4 SH
A continuation of Practicum I. (1 hr lecture, 6 hr lab)

CIVIL ENGINEERING TECHNOLOGY

TCE 1111 Introduction to Civil Engineering Technology 1 SH
Beginning course in Civil Engineering. The development, functions, and organization of the engineering profession. An overview of job responsibilities and expectations of the Civil Engineering Technology graduate. (1 hr lecture)

TCE 1113 Materials of Construction 3 SH
Introductory study of properties. Use and sources of major construction material used in construction of civil projects. (3 hr lecture)

TCE 1124 Materials Testing Laboratory 4 SH
(Prerequisite: TCE 1113) Classroom study and laboratory practice or the methods and techniques of testing of materials used in heavy construction. The emphasis will be in soils, aggregates, cement, steel, concrete, and asphalt. (2 hr lecture, 4 hr lab)

TCE 2113 Statics 3 SH
A study of forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space, static and kinetic friction; center of gravity centroids and moments of inertia. (3 hr lecture)

TCE 2124 Instrumentation and Measurement 4 SH
A study of devices used for engineering measurements, methods of observation and data reduction, presentation of data in engineering format, and interpretation of measurements for use in engineering analysis. (3 hr lecture, 2 hr lab)

TCE 2133 Basic Soils Engineering 3 SH
Study of the fundamental engineering properties of soil. Application of basic soil mechanics to the design of foundations for bridges, earthwork construction, and other structures. (3 hr lecture)

TCE 2134 Location/Route Surveying 4 SH
(Prerequisite: TDR 2123) Study of factos affecting route and project locations and methods used in layout of such projects in the field. Design of vertical and horizontal curves and grade control during construction will be practiced in the classroom and in the field laboratory. (2 hr lecture, 4 hr lab)

TCE 2143 Basic Highway Design 3 SH
Study of basic geometics of highways, preparation of construction plans, determinations of quantities for earthwork and pavements. Most of the fundamentals of this course are also pertinent to airports, railroads and other earthwork structures. (3 hr lecture)

TCE 2153 Basic Hydraulics 3 SH
Study of the application of fundamental hydraulic principles to engineering problems in collection, distribution, and disposal to water. (3 hr lecture)

TCE 2163 Strength of Materials 3 SH
This course will include studies of stress and strain, direct and bearing stresses, torsion, bending, deflections, riveted and welded joints, and other characteristics of engineering structures. (3 hr lecture)

TCE 2173 Seminar for Engineering Problems 3 SH
Selected problems encountered in geotechnical, structural and hydraulic engineering with emphasis on rationale and approaches to solutions. (3 hr lecture)

TCE 2183 Introduction to Environmental Engineering 3 SH
A study of environmental problems associated with engineering projects. Emphasis on environmental impact of projects and solutions. (3 hr lecture)

TCE 2213 Advanced Highway Design 3 SH
(Prerequisite: TCE 2143) Continuation of the Basic Highway Design course to include interchange design, traffic and operational studies, pavement design, and safety features. (2 hr lecture, 2 hr lab)

TCE 2223 Quality Control of Construction 3 SH
Study and practice in the techniques of quality control of engineering works. The student will learn how to develop quality control plans, methods of record keeping, and testing required for confirmation of quality control. (2 hr lecture, 2 hr lab)

COMMERCIAL DESIGN & ADVERTISING

TCD 1133 Photography I 3 SH
(Prerequisite: 35mm camera) A basic introduction to 35mm black and white photography with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative developing and printmaking. (2 hr lecture, 2 hr lab)

TCD 1143 Commercial Design and Advertising Laboratory I 3 SH
Laboratory course designed to provide selected experiences involving layouts, renderings illustrations, lettering, paste-ups, mechanicals, typesetting, and camera-ready art. Available to TCD students only.(6 hr lab)

TCD 2113 Basic Advertising Design 1 3 SH
(Prerequisite: TCD 1143) Illustration, forms, layout designs, cartooning, newspaper ads, mechanical color separations, color keys, and darkroom techniques. (6 hr lab)

TCD 2123 Basic Advertising Design II 3 SH
(Prerequisite: 2113) Continuation of Basic Advertising Design I developing composition, political advertising, and advertising campaign, and advertising production utilizing mechanical color separations, color key, and acetate screens and lettering (6 hr lab)

TCD 2133 Photography II 3 SH
(Prerequisite: TCD 1113 and a 35mm camera) A continuation of TCD 1133 with emphasis on specialized assignments, camera techniques and darkroom techniques. (2 hr lecture, 2 hr lab)

TCD 2153 Commercial Design & Advertising Laboratory II 3 SH
(Prerequisite: TCD 1143) Continuation of TCD 1143 with concentration on artwork, color, newspaper advertising, magazine advertising, television, direct mail, posters, and logo design. (6 hr lab)

TCD 2163 Practical Advertising Techniques 3 SH
Sophomore portfolio preparation and simulated job experience or control class for on-the-job training. Available to TCD students only. (1 hr lecture; 6 hrs per week simulation or on-the-job, minimum)

TCD 2173 Special TCD Studio I 3 SH
(Prerequisite: 6 semester hours of TCD courses and consent of instructor) Independent study in an area of special interest to the student. (1 hr critique, 5 hr lab)

TCD 2183 Special TCD Studio II 3 SH
(Prerequisite: TCD 2173) Continuation of independent study with emphasis in an area of special interest to the student other than that covered in TCD 2173. (1 hr critique, 5 hr lab)

TCD 2213 Photo Typesetting 3 SH
(Prerequisites: 1 unit of high school typing or TBT 1111) An introduction to photo typesetting and its relationship to the graphic arts industry. The student will learn basic operations and functions of the photo typesetter and its practical applications to the commercial art and printing industry.

TCD 2223 Rendering Techniques 3 SH
(Prerequisites: TCD 1143 or conscent of instructor) A study of various illustration and rendering techniques with emphasis on rendering in markers, fluro, chemical paper color pencils, pencil and pen and ink. The student will learn professional methods of illustrating utilizing the camera and projection devices as tools for finished art work.

COMPUTER AIDED DESIGN TECHNOLOGY

TCG 1116 Computer Aided Design I **6 SH**
(Prerequisite:TDR 1213) Design-oriented graphics based on mechanical applications. (3 hr lecture, 6 hr lab)

TCG 1126 Computer Aided Design II **6 SH**
(Prerequisite: TCG 1116) Design-oriented graphics based on specialized application. (3 hr lecture, 6 hr lab)

TCG 1136 Introduction to Computer Aided Drafting **6 SH**
(Prerequisite: TCG 1126) Introduction to components of a computer aided drafting system, basic drawing creation, editing drawings, dimensioning, three-dimensional drawings, shape library, drawing management, and plot generation. (3 hr lecture, 6 hr lab)

TCG 1146 Computer Aided Drafting Seminar **6 SH**
(Prerequisite: TCG 1136) Research carried out by the student in major area of computer aided drafting. Presentation of ideas in the form of drawings. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)

COMPUTER AIDED MANUFACTURING TECHNOLOGY:
Machine Tool Processes Option

TCM 1118 Computer Aided Manufacturing I **8 SH**
(Prerequisite: TCM 1158, TCM 1168) Introduction to computer aided machinery; computer numerical control, mill and lathe. (4 hr lecture, 8 hr lab)

TCM 1128 Computer Aided Manufacturing II **8 SH**
(Prerequisite: TCM 1118) Practical operations of computer assisted machinery piece parts, such as die section and components. (4 hr lecture, 8 hr lab)

TCM 1138 Basic Die Making **8 SH**
(Prerequisite: TCM 1168) Fundamentals of blanking and pierce dies, die life in relation to production. Construction of die-blocks and piercing die mounting and press testing. (4 hr lecture, 8 hr lab)

TCM 1148 Advance Die Making **8 SH**
(Prerequisite: TCM 1138) Advance die making practices, construction of progressive dies and additional die types. (4 hr lecture, 8 hr lab)

TCM 1158 Machine Shop I **8 SH**
Instruction and practical applications as it applies to shop safety, benchwork, drill press, layout tools, shop projects, turning, tapers, boring, internal and external threads, radius, knurling, and tool grinding. (4 hr lecture, 8 hr lab)

TCM 1168 Machine Shop II **8 SH**
(Prerequisite: TCM 1158) Instruction and practical applications in milling as it applies to squaring, slots, grooves, boring, reaming, contour, corner rounds, and angles. (4 hr lecture, 8 hr lab)

DENTAL ASSISTING

TDA 1112 Orientation **2 SH**
The development, function, status, and organization of the dental profession; and the legal, ethical, moral, and professional responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. (2 hr lecture)

TDA 1124 Dental Materials **4 SH**
Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (3 hr lecture, 3 hr lab)

TDA 1133 Practice Management **3 SH**
Comprehensive study of the dental office business procedures. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, and professional ethics. (3 hr lecture)

TDA 1142 Dental Health Education **2 SH**
Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (2 hr lecture)

TDA 1213 Dental Science I **3 SH**
Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

TDA 1223 Dental Science II **3 SH**
(Prerequisite: TDA 1213) Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required to effective dental assisting. (3 hr lecture)

TDA 1314 Chairside Assisting I **4 SH**
Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

TDA 1323 Chairside Assisting II **3 SH**
(Prerequisite: TDA 1314) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

TDA 1333 Chairside Assisting III **3 SH**
(Prerequisite: TDA 1314) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

TDA 1413 Supervised Clinical Experience I **3 SH**
Supervised clinical experience in an authorized dental clinic 16 hours per week plus one hour per week seminar with an instructor.

TDA 1422 Supervised Clinical Experience II **2 SH**
Supervised clinical experience in an authorized dental clinic for the equivalent of 8 hours per day for 16 days. (128 clinical hours)

TDA 1513 Dental Radiology I **3 SH**
Principles and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

TDA 1522 Dental Radiology II **2 SH**
(Prerequisite: TDA 1513) Continuation of Dental Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (4 hr lab)

DIESEL TECHNOLOGY

TDM 1113 Diesel Introduction **3 SH**
Introduction to diesel fuel systems; a study of diesel lubricating systems, diesel cooling, air intake, and exhaust systems; and diesel electrical systems. (2 hr lecture, 2 hr lab)

TDM 1123 Maintenance and Electrical **3 SH**
Diesel engine operation; maintenance of diesel lubricating and fuel systems; maintenance of diesel air, exhaust, and cooling systems; maintenance of diesel engines. (2 hr lecture, 2 hr lab)

TDM 1133 Diesel Cylinder Block **3 SH**
Diesel Engine disassembly; diesel cyclinder block and components. (2 hr lecture, 2 hr lab)

TDM 1143 Diesel Engine Operation **3 SH**
The function and maintenance of diesle cylinder heads, cylinder head components, and valve operating mechanism. Diesel fuel systems (specifications, testing, and troubleshooting); diesel intake systems and exhaust systems; diesel cooling lubricating systems. (2 hr lecture, 2 hr lab)

TDM 1153 Diesel Engine Rebuild **5 SH**
A complete coverage of diesel engine assembly; diesel engine tune-up and run-in; and analysis of diesel engines; and an introduction to diesel engine rebuilding. (2 hr lecture, 2 hr lab)

TDM 2115 Diesel Assembly, Inspection and Run-in **3 SH**
Rebuild stop practices (diesel); diesel engine disassembly; and function, inspection, assembly and rebuilding of diesel cylinder block group. Diesel accessory equipment and adaptions; and diesel engine testing and run-in. (2 hr lecture, 4 hr lab)

TDM 2213 Diesel Engine Cylinder Heads **3 SH**
Diesel cylinder heads, cam followers, tappets, and rocker levels are included in this segment. Diesel Cummins PT fuel systems; diesel lubricating and cooling systems; and diesel drive units, intake and exhaust systems. (2 hr lecture, 2 hr lab)

TDM 2223 Gasoline Fuel and Ignition Systems **3 SH**
Gasoline fuel systems and gasoline ignitions systems. (2 hr lecture, 2 hr lab)

TDM 2233 Gasoline Maintenance **3 SH**
Tune-up of gasoline engines (diagnostics): gasoline engine maintenance, fuel system maintenance and overhaul engine maintenance, ignition system component maintenance and overhaul. (2 hr lecture, 2 hr lab)

TDM 2243 Diesel Brakes, Steering, Drive Systems **3 SH**
Diesel air brake systems, diesel clutches, universals, propeller shafts, and axle assembles; diesel transmissions; and diesel steering, springs, wheels, and tire. (2 hr lecture 2 hr lab)

TDM 2314 Diesel Injection, Air Systems **4 SH**
Diesel Fuel systems; American Bosch systems; master injection sytems; cooling air intake and exhaust systems. (2 hr lecture, 4 hr lab)

TDM 2324 Truck Lubricating, Overhaul, Air Conditioners 4 SH
Lubricating systems; engine maintenance; engine overhaul; and air conditioning (truck). (2 hr lecture, 4 hr lab)

DIETETIC ASSISTING PROGRAM

TDT 1115 Food Service Systems I 5 SH
(Prerequisite: None) Detailed study of basic principles of cookery including use of recipes, utilization of kitchen equipment, techniques of food preparation, garnishes, meal planning and meal service. (2 hr lecture, 6 hr lab)

TDT 1124 Food Service Systems II 4 SH
(Prerequisite: TDT 1115) Detailed study of quantity food preparation with emphasis on: quantity menu structure; food, service and recipe standardization; merchandising; food purchasing, receiving, and storage; cost control and record keeping. (2 hr lecture, 4 hr lab)

TDT 1133 Health Science and Medical Terminology for Dietetic Assistant 3 Sh
A comprehensive coverage of the basic concepts of science and their relationship to normal and abnormal human structure and function. The major systems of the body discussed in detail. Includes terms related to all areas of medical science with emphasis on nutritional care. (3 hr lecture)

TDT 1213 Nutrition Care I 3 SH
Background understanding of food and habits in relation to nutrition. Emphasis on nutrition care throughout the life cycle, digestion, metabolism, and body functions. (3 hr lecture)

TDT 1223 Nutrition Care II 3 SH
Fundamentals of nutrition in health care. Instruction in therapeutic diets: food allowances and diet writing. Emphasis on terminology, diet foods, and patient tray set-up. (3 hr lecture)

TDT 1313 Principles of Dietary Management 3 SH
(Prerequisite: None) Detailed study of institutional food service organization and administration to cover administrative leadership, personal management, cost control, and record keeping, data processing, employee selection, training and scheduling, quality control, and certification requirements. (3 hr lecture)

TDT 1413 Safety and Sanitation 3 SH
Detailed study into sanitary practices in food service. Emphasis on micro-organisms, food spoilage, foodborne illnesses, personal hygiene, safety standards. Cleaning procedures discussed. (3 hr lecture)

TDT 1514 Supervised Field Experience I 4 SH
(Prerequisite: TDT 1115, TDT 1213, TDT 1413, TDT 1133) Practical experience in an authorized health care facility plus two hours per week structural seminar with instructor. (2 hr seminar, 8 hr practical experience)

TDT 1532 Supervised Field Experience II 2 SH
(Prerequisite: TDT 1115, TDT 1213, TDT 1413, TDT 1133) Practical experience in an authorized health care facility. (8 hr practical experience).

DISTRIBUTION & MARKETING TECHNOLOGY

TMD 1211 Professional Development I 1 SH
Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 1221 Professional Development II 1 SH
Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 1233 Salesmanship 3 SH
Salesman in relation to firm, products, and customers. Emphasis on the pre-approach, approach, demonstration, handling of objections, and the close of a sale. (3 hr lecture)

TMD 1243 Simulated Business Training I 3 SH
Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules and regulations. Also experience in selling, package wrapping, and cash register operation. (3 hr lecture)

TMD 2113 Marketing 3 SH
Principles and problems of marketing goods and methods of distribution from the producer or manufacturer to the consumer. Types, functions, practices of wholesalers and retailers in the American marketing system, and efficient marketing techniques in the development and expansion of markets. (3 hr lecture)

TMD 2123 Textiles 3 SH
Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. (3 hr lecture)

TMD 2143 Advertising 3 SH

Role of advertising in a free economy. Place of advertising in the media of mass communication. Advertising appeals; product and market research; selection of media; means of testing the effectiveness of advertising; and advertising copy for various media. (3 hr lecture)

TMD 2163 Personnel Management 3 SH

Study of the objectives, functions, and organization of personnel programs. Emphasis on job evaluation, selection and placement, education and training, employee services and relationships, and management-labor relations. (3 hr lecture)

TMD 2173 Sales Management 3 SH

Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training, and motivating salesmen. (3 hr lecture)

TMD 2211 Professional Development III 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 2213 Fashion Modeling 3 SH

Basic principles of fashion modeling and fashion show production. (3 hr lecture)

TMD 2221 Professional Development IV 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

TMD 2233 Fashion Merchandising 3 SH

Introduction to the field of fashion with emphasis on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 hr lecture)

TMD 2243 Retailing I 3 SH

Introduction to retailing with emphasis on the organization of retail institutions. Personnel, buying and merchandising functions. (3 hr lecture)

TMD 2253 Retailing II 3 SH

Continuation of Retailing I with emphasis on financial control, customer operations, sales promotion, store management, and other business functions. Attention to systematic problem-solving techniques. (3 hr lecture)

TMD 2263 Simulated Business Training II 3 SH

Selected experiences involving buying, sales promotion, inventory procedures, and marketing research. (3 hr lecture)

TMD 2273 Fashion Buying 3 SH

Comprehensive study of fashion buying principles designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 hr lecture)

TMD 2283 Fashion Design 3 SH

Fashion design history, color theory, and styling terminology. Emphasis on silhouette, color, and accessories. (3 hr lecture)

TMD 2513 Principles of Management 3 SH

Study of the basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. (3 hr lecture)

TMD 2523 Marketing and Management Cases 3 SH

(Prerequisite: TMD 2113 and TMD 2513) Selected case studies in marketing and management to give the student greater depth in business decision making. (3 hr lecture)

TMD 2713 Principles of Real Estate 3 SH

A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

TMD 2723 Real Estate Law 3 SH

The law of real property and the law of estate brokerage.(3 hr lecture)

TMD 2733 Real Estate Sales 3 SH

A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

TMD 2743 Real Estate Appraisal 3 SH

Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

TMD 2753 Real Estate Finance 3 SH

Analysis of real estate financing; includes sources and procedures for financing different types of real estate. (3 hr lecture)

DRAFTING AND DESIGN TECHNOLOGY

TDR 1113 Introduction to Drafting 3 SH

Introduction to the field of drafting with emphasis on its historical development and trends, use and care of instruments, lettering, geometric construction, freehand sketching, orthographic projection, sections, auxiliaries, pictorial drawing, and sketching and a survey of drafting career opportunities to include electrical and piping, structural, topographic, machine and architectural drafting. (1 hr lecture, 4 hr lab)

TDR 1116 Fundamentals of Drafting 6 SH

Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. (3 hr lecture, 6 hr lab)

TDR 1133 Building Processes and Estimating 3 SH

Instruction on the estimating principles, practices and application of the principles through the study of blueprints and specifications of structures, and legal documents related to the building industry. The study of materials and processes used in construction. (3 hr lecture)

TDR 1213 Machine Drafting 3 SH

(Prerequisite: TDR 1116) Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. (1 hr lecture, 4 hr lab)

TDR 1233 Descriptive Geometry 3 SH

(Prerequisite: TDR 1116) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of drafting problems. (1 hr lecture, 4 hr lab)

TDR 2113 Topographic Drafting 3 SH

(Prerequisite: TDR 1116) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. (1 hr lecture, 4 hr lab)

TDR 2116 Architectural Drafting and Design 6 SH

(Prerequisite: TDR 1116 & 1223) Instruction in principles and theory of design, use of modern construction materials, detail and quantity estimating of building costs, preparation of detail working drawings. (3 hr lecture, 6 hr lab)

TDR 2123 Surveying Practice I 3 SH

(Prerequisite: TDR 1116 and MAT Level II) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility line. (1 hr lecture, 4 hr lab)

TDR 2213 Structural Drafting 3 SH

(Prerequisite: TDR 1116) Instruction in basic principles and procedures of structural features such as buildings, bridges and highway construction and structural steel. (1 hr lecture, 4 hr lab)

TDR 2223 Highway Drafting 3 SH

(Prerequisite: TDR 1116) This course includes the development of highway plans and profiles. Detail work in the construction of bridges and culverts is included. (1 hr lecture, 4 hr lab)

TDR 2224 Electrical and Piping Drafting 4 SH

(Prerequisite: TDR 1116) Introduction and development of the techniques, planning and drafting of electrical plans, and pipe drafting as used in refinery and petrochemical plants and the terms and equipment that make up an installation. (2 hr lecture, 4 hr lab)

TDR 2413 Surveying Practice Ii 3 SH

(Prerequisite: TDR 1116 & 2123) Continuation of TDR 2123 and TDR 2113 with emphasis on the development of sophisticated field methods, drafting techniques and applications. (1 hr lecture, 4 hr lab)

TDR 2416 Drafting Seminar 6 SH

(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)

TDR 2423 Land and Geological Drafting 3 SH

(Prerequisite: TDR 1116) Land Map terminology, data and division including longitude and latitude, surveys, acreage and meets and bounds. Interpretation and recording data showing distribution and sections of various rock types and structural features on lithographic, statisgraphic and ispach maps. (1 hr lecture, 4 hr lab)

TDR 2433 Cartographic Drafting 3 SH

(Prerequisite: TDR 1116) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment, and the various reproduction methods employed. (1 hr lecture, 4 hr lab)

TDR 2443 Supervised Field Experience I 3 SH

(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Supervised and approved on-the-job training. (1 hr lecture, 40 hrs on-the-job training lab, minimum)

TDR 2453 Supervised Field Experience II 3 SH
(Prerequisite: TDR 1116 & sophomore standing in Technical Drafting) Supervised and approved on-the-job training. (1 hr lecture, 40 hrs on-the-job training lab, minimum)

TDR 2526 Introduction to Computer Aided Drafting 6 SH
(Prerequisite: TDR 1213) Introduction to the basic concepts and components of a CAD System, the commanc structure, shape generation and editing drawings, measuring and dimensioning drawings creating two and three dimensional orthographic drawings and models. (3 hr lecture, 6 hr lab)

ELECTRONIC DATA PROCESSING

TDP 1003 Orientation to Data Processing & Computer Literacy 3 SH
(Prerequisite: Math Level Two) A survey of data processing from manual systems through computer systems. An overview of practical application of data processing problems and methods to solve them. The progression of the computer from the early 1900's to the present and what to look for in the future. (3 hr lecture)

TDP 1013 Introduction to Data Processing 3 SH
Survey of data processing from manual systems through computer systems. Emphasis on practical application of data processing to business problems. An overview of the computer industry and computer programming. (3 hr lecture)

TDP 1023 Introduction to Software Applications 3 SH
Introduction to prewritten data base, spreadsheet and word processing software. (2 hr lecture, 2 hr lab)

TDP 1033 Advanced Software Applications 3 SH
(Prerequisite: TDP 1023) Continuation of Introduction to Software Applications. Prewritten packages (data base, spreadsheet, word processing) will be covered with special emphasis on business applications. (2 hr lecture, 2 hr lab)

TDP 1614 Keypunch Operation 4 SH
(Prerequisite: One year of high school typing and credit for or enrollment in TDP 1013) Designed to develop a proficiency in keypunch operation. Study of how to operate the keypunch and practice in keypunch operation. (1 hr lecture, 6 hr lab)

TDP 1713 Computer Operations 3 SH
(Prerequisite: TDP 1013) Designed to develop proficiency in computer operations. Some unit record operation and practice in utilizing utility programs and reacting to error situations on computer systems. Data control also practiced. (2 hr lecture, 2 hr lab)

TDP 1823 BASIC Programming 3 SH
(Prerequisite: TDP 1013) An introduction to the BASIC Programming language. Practice in writing, compiling, debugging, testing and documenting BASIC programs for business applications. (3 hr lecture)

TDP 1815 RPG Programming I 5 SH
(Prerequisite: TDP 1013 & Math Level Three, ACT Aptitude score of 12) Designed to introduce the student to the Report Program Generator (RPG) programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (2 hr lecture, 6 hr lab)

TDP 2123 Systems Analysis & Design I 3 SH
(Prerequisite: Credit for or enrollment in TDP 2815) Use of data processing equipment and management sciences meeting information needs of business. Development and design of data processing systems. Three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. (3 hr lecture)

TDP 2163 Systems Analysis & Design II 3 SH
(Prerequisite: TDP 2123) Continuation of TDP 2123. (3 hr lecture)

TDP 2815 COBOL Programming I 5 SH
(Prerequisite: TDP 1013 & Math Level Three) Designed to introduce the student to the Common Business Oriented Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of the language. Necessarily includes a study of flowcharting programs. (3 hr lecture, 4 hr lab)

TDP 2825 RPG Programming II 5 SH
(Prerequisite: TDP 1815, enrollment in TDP 2163) Continuation of TDP 1815. Includes use of most of the features of the RPG language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

TDP 2835 COBOL Programming II 5 SH
(Prerequisite: TDP 2815, enrollment in TDP 2163) Continuation of TDP 2815. Includes use of most of the features of the COBOL language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

TDP 2843 Job Control Language 3 SH
(Corequisite: TDP 2835) A study of OS-system control using job control language (JCL). Topics include access methods, job control language, catalog procedures, and operation factors. (3 hr lecture)

TDP 2853 Communication Control Systems 3 SH
An introduction to communication control systems/command level coding including file handling, basic mapping, terminal functions, transaction handling, and various CICS functions. (3 hr lecture)

ELECTRONICS ENGINEERING TECHNOLOGY

TEL 1116 Fundamentals of Electricity/Electronics 6 SH
Introduction to direct and alternating current circuits. Voltage resistance, magnetism inductance, transformers, capacitance, resonance and filters. (2 hr lecture, 8 hr lab) *

TEL 1136 Fundamentals of Semiconductors and Solid State Devices 6 SH
Introduction to solid state devices, semiconductors, and basic representative circuits. (2 hr lecture, 8 hr lab)*

TEL 1323 Survey of Electronics 3 SH
Introduction to electron tubes and semiconductors. Non-mathematic treatment of most topics to provide the student with an understanding of electronic circuits. (3 hr lecture)*

TEL 1333 Electronic Shop Practices 3 SH
Proper and correct use of hand tools. Soldering and desoldering techniques. Layout and construction of printed circuit boards. Safety practices. (3 hr lecture)

TEL 1356 Electricity for Electronics 6 SH
Basic study of direct and alternating current, magnetism, resistance, inductance, capacitance, and resonance. (3 hr lecture, 6 hr lab)

TEL 1376 Basic Electron Devices and Circuits 6 SH
(Prerequisite: TEL 1356) Fundamentals of vacuum tubes and basic circuitry. Introduction of semiconductor principles and various semiconductor devices. Uses of these devices in representative circuits. (3 hr lecture, 6 hr lab)

TEL 2336 Advanced Electronics 6 SH
(Prerequisite: TEL 1356, TEL 1376 and sophomore standing) Principles of electronic communications circuits including oscillators, amplitude modulation, frequency modulation and television. Introduction to industrial electronics with emphasis on industrial devices and troubleshooting. Nomenclature and descriptions of various types of industrial robots. (6 hr lecture per week)

TEL 2426 Digital Electronics 6 SH
(Prerequisites: TEL 1356, TEL 1376 or instructor's consent) Theory, analysis and application of modern integrated circuits to logic gates, arithmetic functions, counting, timing and display circuits. TTL and CMOS will be discussed. "Hand On" lab exercises in typical circuitry. (3 hr lecture, 6 hr lab)

TEL 2466 Linear Integrated Circuits 6 SH
(Prerequisites: TEL 1356, TEL 1376 or equivalent) Introduction to operational and differential amplifiers and their application in electronic circuits. Voltage regulators. Phase locked loops. (3 hr lecture, 6 hr lab)

TEL 2533 Programming Fundamentals 3 SH
(Prerequisite: Instructor's consent) Programming of digital computers using and BASIC. Hands-on programming of a microcomputer. (3 hr lecture)

TEL 2556 Introduction to Microprocessors 6 SH
(Prerequisites: TEL 1356, TEL 1376 or instructor's consent) Introduction to microprocessors through the use of instruction sets. Software and machine language programming. Hands-on laboratory use of at least one type of microprocessor. (3 hr lecture, 6 hr lab)

***May be used for elective only in TEL program.**

ELECTRONICS TECHOLOGY

TEL 1113 Introduction to Electronics 3 SH
An introduction to electronics provides opportunities for beginning students to explore electrical concepts. This course includes soldering techniques, etched circuit board processes, test equipment uses, manufacturing processes and most important safety precautions. (2 hr lecture, 2 hr lab)

TEL 1123 Basic Electronics I (DC Circuits) 3 SH
This course presents the student with concepts of direct-current circuits. Included are ohm's laws, Kirchhoff's voltage and current laws, with emphasis on network theorems. Both theory and laboratory experiences are required. (3 hr lecture, 2 hr lab)

TEL 1134 Basic Electronics II (AC Currents) 4 SH
A continuation of Basic Electronics I. This course includes but is not limited to magnetics, AC concepts, inductance, capacitance, resonance and RLC networks. Emphasis is laced on network analysis and laboratory experiences. (2 hr lecture, 4 hr lab)

TEL 1213 Solid State Devices I 3 SH

This course covers the basic theory of solid state materials. The areas covered include the diode, NPN and PNP junction. Also included are the various methods of biasing and circuit configurations. The common emitter, common base, and common collector circuits will be discussed. A DC analysis of these circuits will also be covered. (3 hr lecture, 2 hr lab)

TEL 1223 Solid State Devices II 3 SH

This course is a continuation of TEL 1213. The areas covered include AC analysis, power supplies and coupling circuits. It will also include RF and audio amplifiers. This course will also cover special solid state devices such as the SCR, DIAC, TRIAC, SCS, JFET, MOSFET, and the UJT. (3 hr lecture, 2 hr lab)

TEL 2314 Digital Principles 4 SH

This is an indepth study of Digital Electronics as they apply to instrument and control systems, and digital computers. This course includes decimal, binary, octal, hexadecimal, logic gates, flip-flops, memories, and I/0 devices. (3 hr lecture, 3 hr lab)

TEL 2324 Microprocessors 4 SH

Prerequisite to this course requires a working knowledge of Digital Principles. This course is designed to take an analytic approach to the microprocessors. Included are CPU's, I/0 devices, memory, data BUS, timing, machine cycles, data strobes, and data communication. (3 hr lecture, 3 hr lab)

TEL 2344 Interface and Control 4 SH

A course for the study of microprocessor interfacing with industrial process control systems. Included are I/0 devices, sampling, multiplexing, feedback, and data analysis. (3 hr lecture, 4 hr lab)

TEL 2354 Industrial Instrumentation of Control 4 SH

A course for the study of the devices, circuits, and systems which are used for control purposes in industry. The necessary theory and practice are acquired through formal instruction in the classroom with attending demonstrations and experiments. (3 hr lecture, 4 hr lab)

TEL 2355 Microprocessor Based Systems 5 SH

This course covers the microprocessor as it relates to entertainment systems, including home computers. The course also includes theory and failure analysis of microcomputer controlled games. (3 hr lecture, 4 hr lab)

TEL 2414 Electronic Communications 4 SH

A study of the most frequently used systems of electronic communications, including the theory of operation, use and servicing techniques applicable to each system. Laboratory exercises are directed toward a hands-on approach to both operation and service. (3 hr lecture, 3 hr lab)

TEL 2435 Principles of Television 5 SH

This course covers television from broadcast to reception. Failure analysis and rework of receivers is stressed. (2 hr lecture, 6 hr lab)

TEL 2513 Robotics I 3 SH

This course is taught in parallel with Digital Principles and Physics III-fluid. Contents include robot fundamentals, fluidic power, positioning, data acquisition, voice synthesis, and interfacing. (2 hr lecture, 2 hr lab)

TEL 2524 Robotics II 4 SH

A continuation of Robotics I. This course covers but is not limited to microprocessor based systems, programming, data handling, and interface design. Emphasis is placed on application and design. (1 hr lecture, 6 hr lab)

TEL 2611 Electronic Project 1 SH

Is designed to assist the student in exploring his/her interest, abilities, and deficiencies as related to the duties of a technician (2 hr lab)

TEL 2614 Failure Analysis 4 SH

This course is designed to enhance the technician's ability to analyze hardware problems due to component failure. The analytic approach to problem solving, from locating the defect.

TEL 2713 Broadcast Systems 3 SH

Radio frequency broadcast systems are covered in this course including FM mono, FM multiplex, AM, and stereo amplifiers. (2 hr lecture,2 hr lab)

**** Utica Campus only**

ELECTRONIC SERVICE TECHNOLOGY

TES 1116 Radio/Television Systems 6 SH

(Prerequisite: MST 1224) Introduction to theories of radio and black-and-white/color television, test equipment theory and use in troubleshooting electronics equipment, and testing and repair of radio and black-and-white/color television. (3 hr lecture, 6 hr lab)

TES 1126 Satellite and Antenna Systems 6 SH
(Prerequisite: TES 1116) Introduction to the theories of receiving antennas, television and satellite down link signals, the safety factors to be observed in installation and repair of all types of antennas, and instructions for satellite antenna installation and alignment to receive each satellite. (3 hr lecture, 6 hr lab)

TES 1136 Video Entertainment Systems 6 SH
(Prerequisite: TES 1126) Introduction to the theories of video entertainment systems, and the testing and repair of commercial/home video game machines. (3 hr lecture, 6 hr lab)

TES 1146 Video Disc and Video Cassette Recorder Systems 6 SH
(Prerequisite: TES 1136) Introduction to the theories, testing, and repair of video disc/video cassette recorder systems. (3 hr lecture, 6 hr lab)

EMERGENCY MEDICAL TECHNOLOGY - PARAMEDIC

TEM 1116 Emergency Medical Technology - Basic 6 SH
(Prerequisite: Approval of Emergency Medical Technology Admissions Committee) This course is designed from the United States Department of Transportation and the Mississippi EMS guidelines. Includes an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth and extrication. (4 hr lecture, 4 hr clinical lab)

FIRE PROTECTION AND SAFETY TECHNOLOGY

TFS 1813 Introduction to Fire Technology 3 SH
Survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. (2 hr lecture, 2 hr lab)

TFS 1823 State and Local Fire Laws 3 SH
Study of the law as it affects the fireman, duties, responsibilities, and authority as governed by law. (3 hr lecture)

TFS 1833 Fire Fighting Tactics and Strategy I 3 SH
Study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. (2 hr lecture, 2 hr lab)

TFS 1843 Fire Fighting Tactics and Strategy II 3 SH
Study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (2 hr lecture, 2 hr lab)

TFS 1853 Fire Protection Organization and Administration 3 SH
Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations, (3 hr lecture)

TFS 1863 Fire Prevention and Investigation 3 SH
Survey of the principles of fire prevention and investigation; study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. (2 hr lecture, 2 hr lab)

TFS 2813 Basic Electricity for Firemen 3 SH
Study of the theory of electricity, as applied to electrical installations. Study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis on proper installation to conform to National Electrical Code requirements. Study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. (2 hr lecture, 2 hr lab)

TFS 2823 Hydraulics 3 SH
Study of fluids in motion and at rest. Behavior and effects of water in and through appliances, pumps and pipes. Practical application of principles and calculations. (2 hr lecture, 2 hr lab)

TFS 2833 General Insurance 3 SH
Fundamental course covering all fields of insurance. Philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves and state supervision. Fire and casualty insurance emphasized, types of policies, selection, rate making, settlement of claims, handling of risk and self-insurance, types of rating schedules, and methods of determining fire rating classification. (3 hr lecture)

TFS 2843 Inspection Principles and Practices 3 SH
Study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree

of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements. (2 hr lecture, 2 hr lab)

TFS 2853 Water Distribution 3 SH
Sprinkler and standpipe systems. Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. (2 hr lecture, 2 hr lab)

TFS 2863 Drafting and Blueprint Reading for Firemen 3 SH
Interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, practical experience in the interpretation of drawings. (1 hr lecture, 4 hr lab)

TFS 2873 Industrial Hazards and Fire Prevention 3 SH
Study of hazardous processes in industries such as petroleum, furniture, chemical, metal and textile, and the protection and precautions needed for personnel and property safety. Hazards related to heating plants, electrical systems, and storage in all industries. (2 hr lecture, 2 hr lab)

TFS 2883 Hazardous Materials 3 SH
Identification, handling, and fire-fighting practices of explosives, toxic substances, and radioactive materials in storage or in transit. (2 hr lecture, 2 hr lab)

TFS 2913 Fire Codes and Building Construction 3 SH
Study of codes and standards used in building and transportation; role of state fire officials; fixed fire protection devices; survey of research and standards developments. (3 hr lecture)

TFS 2923 Chemistry and Radiation Hazards 3 SH
Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. (3 hr lecture)

TFS 2933 Fire Protection Law 3 SH
Study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. (3 hr lecture)

TFS 2943 Industrial Safety and Security 3 SH
Fundamental study of industrial safety records, development of safeguards, accident costs and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards and personnel protective equipment. Study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards. Review of case histories of fires and explosions resulting in loss of life to determine how these tragedies can be prevented. (3 hr lecture)

TFS 2953 Emergency Lifesaving Techniques 3 SH
Study of basic concepts in search techniques of lost or trapped personnel, first-aid to injured personnel, transportation of sick or injured personnel, and rescue of personnel under unusual emergency conditions. (2 hr lecture, 2 hr lab)

TFS 2963 OSHA Laws and Federal Standards 3 SH
(Prerequisite: TFS 2943 or instructor approval) Individual project work, supervised by authorities in the selected field of study. The student will conduct individual study in a selected specialization and prepare an in-depth study describing research. Interpretations of the OSHA law given emphasis. Research results will be designed to interpret and/or influence the Federal Standards as they affect local industries. (1 hr lecture, 4 hr lab and field work)

HOTEL AND RESTAURANT MANAGEMENT

THR 1613 Hospitality Industry Orientation 3 SH
Seminar of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on the current outlook of the hospitality industry. (3 hr lecture)

THR 1713 Hotel Front Office Procedures 3 SH
Detailed study of the functions pertaining to Front Office operation. Interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. (3 hr lecture)

THR 1814 Basic Food Preparation 4 SH
Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. (1 hr lecture, 6 hr lab)

THR 1824 Quantity Food 4 SH
(Prerequisite: THR 1814) Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstration by area chefs. (1 hr lecture, 6 hr lab)

THR 1833 Hotel Restaurant Accounting 3 SH
Detailed study in accounting and systems as identified with the industry. Interpretation and value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. (3 hr lecture)

THR 1853 Catering 3 SH
To teach gourmet food preparation and the operation of catering receptions, weddings, cocktail parties, on and off premise catering and other special events. (2 hr lecture, 2 hr lab)

THR 2113 Profitable Food and Beverage Management I 3 SH
Management responsibilities, menu writing and planning. Food purchasing, receiving, and storage procedures. Food and beverage service in various types of food establishments. (3 hr lecture)

THR 2123 Profitable Food and Beverage Management II 3 SH
(Prerequisite: THR 2113) Employee training and food preparation. Beverage purchase and service. Banquets. Kitchen planning for food establishments. Aspects for food control. Payroll control. Production schedules. Attention to proper use and maintenance of equipment. Heavy emphasis on institutional food service. (3 hr lecture)

THR 2143 Principles of Management for the Hospitality Industry 3 SH
Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the food service, hotel, or motel enterprise. (3 hr lecture)

THR 2155 Hotel Restaurant Training 12 SH
Actual work experience in the hospitality industry to better understand problems faced by management. Available to THR students only. (18 hr clinical experience, 3 hr lecture)

THR 2414 Sales, Marketing, and Promotion 4 SH
Methods and tools used in convention sales. Importance of convention and group business to certain properties. Promotion methods and ideas, student projects, guest speakers, films, field trips and industry tours. (4 hr lecture)

THR 2844 Safety, Sanitation and Housekeeping 4 SH
Various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. (3 hr lecture, 2 hr lab)

HUMAN SERVICES TECHNOLOGY

THS 1113 Introduction to Human Services 3 SH
An introduction to the field of human services, including appropriate roles and attitudes of a human services technician toward clients and professional team members; introduction to mental health and mental disorders; survey of human service delivery agencies. Thirty (30) hours of observation included in course work. (3 hr lecture)

THS 1123 Technical Anatomy and Physiology 3 SH
Overview of normal structures and functions of the major systems of the human body; introduction to basic types of abnormalities. (3 hr lecture)

THS 1153 Introduction to Communicative Disorders 3 SH
Process of speech development; identification and treatment of speech, language, and hearing disorders; forms of nonverbal communication. (3 hr lecture)

THS 1213 Abnormal Psychology 3 SH
Basic introduction to classifications, characteristics, causes, and treatment of abnormal behavior. Thirty (30) hours of observation included in course work. (3 hr lecture)

THS 1223 Intervention with the Severely Retarded 3 SH
Instruction in needs assessment, training, and specialized care of the severely retarded and multiple-handicapped; use of nonverbal communication. Thirty (30) hours of practicum experience included in course work. (3 hr lecture)

THS 1231 Health Skills 1 SH
Instruction in health maintenance, first aid, basic nursing skills, properties of drugs and monitoring of medication. (1 hr lecture)

THS 2113 The Helping Relationship 3 SH
Principles of personal adjustment, study and practice in effective interpersonal communication skills and other skills involved in relating to others. (6 hr lecture for 8 weeks)

THS 2123 Therapeutic Recreation 3 SH
Design and methods involved in meeting the recreational needs of special population; methods of planning, organizing, and conducting leisure and recreational activities; use of gentle self-defense. (6 hr lecture for 8 weeks)

THS 2133 Applied Behavior Analysis 3 SH
Principles and methods of designing, implementing, and evaluating programs of behavior modification and other behavioral interventions. (6 hr lecture for 8 weeks)

THS 2141 Physical and Emotional Needs of Special Populations 1 SH
Seminar to develop awareness of the needs of special populations and strategies for dealing with these needs. (2 hr lecture or discussion for 8 weeks)

THS 2156 Practicum I 6 SH
Forty (40) hours of supervised practicum experience per week for eight weeks.

THS 2213 Facilitation of Independent Living 3 SH
Strategies of assessment, instruction and evaluation of mentally ill and developmentally disabled in academic, vocational and independent living skills. (6 hr lecture for 8 weeks)

THS 2223 Case Management 3 SH
Survey of organizations and structures of service delivery systems; procedure for case intake, monitoring, referral, and follow-up; individual study and reporting of procedures for performing case management duties in an agency of choice. (6 hr lecture or student presentation per week for 8 weeks)

THS 2233 Basic Intervention Skills 3 SH
Principles, practice and discussion of basic intervention strategies for promoting psychological adjustment of clients. Six hours of class (lecture, role play and discussion) per week for eight weeks.

THS 2241 Current Trends in Human Services 1 SH
History and current issues and status of the major human services; major legislative and public policy trends; federal, state and local organizational structure of the major human services; reference sources (agency resource personnel and professional literature). (2 hr lecture for 8 weeks)

THS 2256 Practicum II 6 SH
Forty (40) hours of supervised practicum experience per week for eight weeks.

INTERPRETER TRAINING FOR THE DEAF

TID 1123 Psycho-Social Aspects of Deafness 3 SH
This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals. Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. (3 hr lecture)

TID 1164 American Sign Language I 4 SH
(Corequisite: ENG 1113) A developmental course—meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of manual communication through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL or Ameslan). (3 hr lecture, 2 hr lab)

TID 1174 American Sign Language II 4 SH
(Prerequisite: TID 1164) An introduction to Sign Language idioms and English idioms. This course will introduce ways to expressing English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, video tapes and other related materials will be included. (3 hr lecture, 2 hr lab)

TID 1183 Expressive and Receptive Fingerspelling 3 SH
This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating with the deaf. (3 hr lecture)

TID 1193 Orientation to Deafness 3 SH
This course is designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3 hr lecture)

TID 2123 American Sign Language III 3 SH
(Prerequisite: TID 1174) An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translating for hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instruction is through conversational techniques incorporating additional principles and vocabulary items. (3 hr lecture)

TID 2133 Interpreting/Transliterating 3 SH
(Prerequisite: TID 1174) American Sign Language will be the primary mode of communication. The student will hear lectures by deaf persons from the community as well as some hearing persons skilled in American Sign Language. There will be opportunities to converse with deaf people at various educational and social functions. (3 hr lecture)

TID 2143 Interpreting Procedures and Ethics 3 SH

(Prerequisite: TID 2123) A survey course introducing students to theories, principles, and special settings of interpreting. This course will cover ethics, definitions, compensation, and related topics of interpreting. Role-playing and simulated interpreting experience will be included. (3 hr lecture)

TID 2153 Interpreting in Special Situations 3 SH

This course includes lectures and observation of interpreters in various settings; educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3 hr lecture)

TID 2163 Sign-to-Voice Interpreting 3 SH

(Prerequisite: TID 2123) Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will learn to translate simultaneously from manual to spoken English, learn to interpret from Ameslan into spoken English, acquire skill in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. (3 hr lecture)

TID 2213 Community Resources for Interpreters 3 SH

Students are exposed to different resources, agencies, and services by guest speakers, lectures, and actual "on site" visits to agencies and organizations. These visits include interviews regarding the knowledge of deafness and utilization of interpreters. Students will receive experience in interpreting. (3 hr lecture)

TID 2313 Linguistics of American Sign Language 3 SH

(Prerequisite: TID 1174) A course to examine the structural grammatical principles of American Sign Language and expand skill in comprehension and expression of ASL. Study of the culture and values of the Deaf Community will begin and information about language will be presented with emphasis on comparison of ASL and English. The content of this course will assist in the process of text analysis which will result in quality interpretation of ASL and English. (3 hr lecture)

TID 2323 Artistic Interpreting 3 SH

(Prerequisite: Approval of Instructor) Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

TID 2333 Legal Interpreting 3 SH

(Prerequisite: Approval of Instructor) This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. (3 hr lecture)

TID 2343 Multi-cultural Aspects of Hearing Impairment 3 SH

(Prerequisite: Approval of Instructor) A study of the deaf community of the United States. Emphasis will be placed on hearing impairment, educational, political, and cultural aspects. Independent research and individual student projects will be required. (3 hr lecture)

TID 2353 Etymology for Interpreters 3 SH

(Prerequisite: Approval of Instructor) A course dealing with fundamentals of language building for interpreters of the deaf. Topics to be covered will include idioms, language/vocabulary building skills, informal language, dictionary skills, verb versatility, contextual clues, multiple meanings, multiple signs, and manual communication signs. (3 hr lecture)

TID 2426 Interpreting Practicum 6 SH

(Prerequisite: Approval of Instructor) This course is designed to help the second year interpreters in varied situations gain the experience and confidence necessary to perform adequately. Work in the community and on campus is actual interpreting situations can be counted toward class work. Experience will be in various interpreting situations. Practicum will be partly supervised and forms will be filled out by consumers of student interpreters. (1 hr lecture, 10 hr lab)

MECHANICAL TECHNOLOGY

TMT 1403 Fundamentals of Machine Shop 3 SH

Instruction and practice in use of machine tools and welding. (2 hr lecture, 2 hr lab)

TMT 1614 Manufacturing Processes 4 SH

Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

TMT 1622 Materials of Industry 2 SH

Origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (2 hr lecture)

TMT 1634 Manufacturing Processes 4 SH

(Prerequisite: TMT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

TMT 1643 Inspection Techniques 3 SH
Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on callibration and care of all measuring instruments. (2 hr lecture 2 hr lab)

TMT 2213 Labor Law for Supervisors 3 SH
Introduction to important labor laws. The legal responsibility of supervisors and legal protection available to business and employees. EEO-OSHA NLRB charges and how to respond.(3 hr lecture)

TMT 2623 Introduction to Quality Control 3 SH
Key elements of quality control in present day industry; (1) the extent of quality control activity throughout the entire company system; (2) the planning, organizing, integrating, and measuring of quality control activity; (3) the accomplishment of quality control work; (4) the tools, techniques, and procedures used in quality control. (3 hr lecture)

TMT 2633 Physical Testing 3 SH
Instruction in the correct use of and the theory related to the use of the tensile, fatigue, impact, and torsion testing machine. (1 hr lecture, 4 hr lab)

TMT 2643 Mechanisms 3 SH
(Prerequisite: TRS 1613 and 1623) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

TMT 2653 Metallurgy 3 SH
(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)

TMT 2663 Motion and Time 3 SH
(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

TMT 2673 Hydraulics and Pneumatics 3 SH
(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

TMT 2683 Strength of Materials 3 SH
Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

TMT 2694 Production Planning and Problems 4 SH
(Prerequisite: Sophomore standing TMT 1634) Examination of the factors involved in cost estimating. Identification of production problems and techniques of solution in lecture. Production control and comprehensive problems. (1 hr lecture, 6 hr lab)

TMT 2713 Principles of Supervision 3 SH
Basic and general principles of effective supervising techniques. Includes seven units: Fundamentals of Supervision, Relations of the Job, Communications, How to Train Employees, Performance and Job Evaluation, Job Management, and Work Improvement. (3 hr lecture)

TMT 2723 Statistical Concepts I 3 SH
Detailed treatment to industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, correlation, and hypothesis testing techniques developed and discussed. (3 hr lecture)

MECHANICS TECHNOLOGY

TMC 1716 Mechanics i 6 SH
Theory and techniques of repairing automobile gas and diesel engines and their accessories, study of the fuels and lubricants used, head and block repair with the history and development of the internal combustion engine, and practical related projects. (3 hr lecture, 6 hr lab)

TMC 1726 Mechanics ii 6 SH
Automobile trouble shooting and shop management; cooling, starting, generating, and ignition systems of gas and diesel engines; tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TMC 2716 Mechanics iii 6 SH
Theory and techniques of repairing automobile clutches, transmissions, universal joints, differential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TMC 2726 Mechanics IV **6 SH**

Introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

MEDIA TECHNOLOGY

TME 1113 Introduction to Radio and Television **3 SH**

A basic history and theory class concerning the role of communication systems in our society. Discussion of job characteristics and opportunities will be emphasized. Field trips will also be used in instruction.

TME 1213 Operation and Maintenance of AV Equipment **3 SH**

This course involves troubleshooting, 16mm motion picture projector, filmstrips, overhead projectors, cameras, editing machines, slide projectors.

TME 1244 Introduction to Mass Communication **4 SH**

The historical development of man's dissemination of information and the social and economic impact of the media are discussed. (4 hr lecture)

TME 1314 Fundamentals of Television Production **4 SH**

A laboratory and lecture course where the student will learn the operation of a television studio. (2 hr lecture, 4 hr lab)

TME 1323 Electronics for Media **3 SH**

This course is designed for the student whose curriculum requires a knowledge of electronics. The course content encompasses a broad spectrum which includes DC circuits, AC circuits, electonic media and consumer electronics. (2 hr lecture, 2 hr lab).

TME 2234 Instructional Graphics **4 SH**

This course deals with developing visual materials including dry mount, lamination, stencil lettering, ink lettering, and overhead transparencies. (2 hr lecture, 2 hr lab)

TME 2243 Cataloging Non-Print Material **3 SH**

The student will learn basic fundamentals in cataloging non-print material. (2 hr lecture, 2 hr lab)

TME 2324 Intermediate Television Production **4 SH**

A laboratory and lecture course where the student will learn the operations of a television control room. (2 hr lecture, 4 hr lab)

TME 2334 Advanced Television Production **4 SH**

This course will allow the student to produce original television production. Direction, production, layout and organization will be stressed. (1 hr lecture, 6 hr lab)

TME 2414 Fundamentals of Audio Production Editing **4 SH**

The student will learn the theory of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. (1 hr lecture, 6 hr lab)

TME 2424 Basic Editing **4 SH**

(Prerequisite: TME 2324) Student projects are emphasized and include basic principles, procedures, and techniques of TV and Radio production. Creativity in various productions includes audio production, film editing, and floor management.

TME 2513 Principles of Photography **3 SH**

Use of photography as a communication medium. Principles of picturetaking and darkroom techniques are emphasized. (2 hr lecture, 4 hr lab)

MEDICAL LABORATORY TECHNOLOGY

A rotation in an accredited hospital laboratory for 27 weeks is required to enhance the students' knowledge of methodology and techniques, instrumentation, and the mechanisms of a clinical laboratory. Prerequisite: the subjects that are required during 18 months on campus are listed under the Programs of Study.

The student is evaluated at the end of each department rotation. There will be a review session each week in conjuction with the department. The credit for clinical experience is based upon both satisfactory completion of study sessions and each department of the clinical experience. Final study sessions will follow the completion of all department rotations.

MLS 1111 Phlebotomy Laboratory **1 SH**

This course presents the anatomy of the vascular system, technique required in phlebotomy, psychology of handling patients for the clinical laboratory, and proper identification of patients. (2 hr student lab first half of semester - 2 hr clinical experience last half)

MLS 2116 Practical Clinical Experience I **6 SH**

(Prerequisite: Sophomore standing, instructor approval) Practical clinical experience in hematology, coagulation, and urinalysis. Eight weeks. 38 hours per week plus two hours per week seminar with department faculty.

MLS 2126 Practical Clinical Experience I **6 SH**

(Prerequisite: Sophomore standing, instructor approval) Practical clinical experience in various phases of clinical chemistry, chemistry, and radioimmunoassay. Eight weeks. Thirty-eight hours per week plus two hours per week seminar with departmental faculty.

MLS 2136 Practical Clinical Experience II **6 SH**

(Prerequisite: Sophomore standing, instructor approval) Practical clinical experience in immunohematology, serology, bacteriology, mycology. Eight weeks. Thirty-eight hours per week plus two hours per week seminar with departmental faculty.

MEDICAL RECORD TECHNOLOGY

MRS 1113 Medical Record Science I **3 SH**

Basic course in medical record keeping, theory and practice, including components of the health care delivery system, organization and function of medical record department, duties and responsibilities of th medical record technician. Detailed instruction in methods of numbering, filing, classifying, and analyzing medical records. (2 hr lecture, 2 hr lab)

MRS 1123 Medical Terminology **3 SH**

Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)

MRS 1133 Medical Record Science II **3 SH**

(Prerequisite: MRS 1113 and MRS 1123) Analysis of role of health professional within the changing pattern of health care; includes hospital and medical staff organization, accreditation and licensure practices, quality assurance and risk management techniques, and specialized medical record systems. Introduction to indexes, registers and use of computers in medical record departments. (2 hr lecture, 2 hr lab)

MRS 1143 Advanced Medical Terminology **3 SH**

(Prerequisite: MRS 1123) Detailed study of medical terminology with emphasis on diagnostic, radiological, operative, and clinical laboratory terms. (3 hr lecture)

MRS 1153 Basic Pathology **3 SH**

(Prerequisite: MRS 1123 and MRS 1143) Fundamentals of general pathology with emphasis on the correlation between pathological processes and clinical signs, symptoms and cause of disease. (3 hr lecture)

MRS 1163 Medical Transcription **3 SH**

(Prerequisite: MRS 1123; TBT 1123) Concepts in medical dictation and word processing in health care facilties; transcribing techniques and practice in transcribing basic medical reports; application of medical transcription standards in a medical transcription center.

MRS 2113 Medical Record Science III **3 SH**

(Prerequisite: MRS 1133 and BIO 2524) Principles and practice in coding with the International Classification of Diseases, Clinical Modification (ICD-9-CM). Introduction to coding with CPT, Current Procedural Terminology, and current practices relating to coding and reimbursements, research techniques. (2 hr lecture, 2 hr lab)

MRS 2133 Medical Record Science IV **3 SH**

(Prerequisite: MRS 2113) A survey of federal, state and local regulations as they pertain to the health field with emphasis on legal aspects of health records. Introduction to the basic principles of organization and management with emphasis on interdepartmental and departmental organization and management. Introduction to health statistics and their use, together with methods of compilation with the medical record as a source document. (2 hr lecture, 2 hr lab)

MRS 2147 Directed Practice I **6 SH**

(Prerequisite: MRS 1113, 1123, 1133) Observation of and orientation to the Medical Records Department in affiliated hospitals; supervised learning experience through participation in departmental activities for application of basic health record principles. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

MRS 2156 Directed Practice II **6 SH**

(Co-requisite: MRS 2133) Observation of and orientation to the medical records in health facilities other than the general hospital, e.g. physician's clinic, community health centers, and mental health centers. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

MICROCOMPUTER INFORMATION PROCESSING TECHNOLOGY

TMI 1133 Data Entry & Retrieval Operations **3 SH**

(Prerequisite: TBT 1113 or equivalent) Introduction to the data processing functions of recording, coding, sorting, calculating, summarizing, communicating, storing, and retrieving on the microcomputer. (3 hr lecture)

TMI 1813 Introduction to Microcomputers and BASIC Programming **3 SH**

(Prerequisite: TBT 1113 or equivalent) Introduction to microcomputer operations and principles of computer programming using BASIC language. (3 hr lecture)

TMI 1823 Advanced BASIC Programming **3 SH**

(Prerequisite: TMI 1133, 1813) Continuation of the study of BASIC programming with emphasis on file access techniques, program design, and computer generated screen design. (3 hr lecture)

TMI 2813 Information Processing I **3 SH**
(Prerequisite: TBT 1113 or equivalent) Introduction to information processing concepts with emphasis on the development of word and data processing skills on the microcomputer. (3 hr lecture)

TMI 2823 Information Processing II **3 SH**
(Prerequisite: TMI 2813) Continuation of the development of information processing skills on the microcomputer with emphasis on supervisory skills and management techniques. (3 hr lecture)

TMI 2833 Data Base Management **3 SH**
(Prerequisite: TMI 1133) Introduction to data base concepts using prewritten data base software on the microcomputer. (3 hr lecture)

TMI 2843 Microcomputer Business Applications I **3 SH**
(Prerequisite: TMI 2813) Introduction to the electronic spreadsheet as an aid to management decision making. (3 hr lecture)

TMI 2853 Microcomputer Business Applications II **3 SH**
(Prerequisite: TMI 2813) Accounting on the microcomputer. (3 hr lecture)

MICROCOMPUTER SERVICE TECHNOLOGY

TMS 1213 Programming Systems **3 SH**
(Prerequisite: Consent of instructor) A study of the different programming languages used on the microcomputer. An in-depth study of machine language and basic programming. (2 hr lecture, 2 hr lab)

TMS 1223 Introduction to Microprocessors and Interfacing **3 SH**
(Prerequisite: TEL 1356, co-requisite: TMS 1224) A study of the microprocessors of different types, their structures, and the interfacing needed for them to operate. (2 hr lecture, 2 hr lab)

TMS 1224 Solid State and Digital Electronics Devices **4 SH**
(Prerequisite: TEL 1356) A study of different types of semi-conductor and digital devices and their circuits. (3 hr lecture, 2 hr lab)

TMS 2136 Microcomputer Electronics Theory and Servicing I **6 SH**
(Prerequisite: TMS 1224) A study of the physical construction and circuits of the microcomputer. The student will begin hand work on the complete microcomputer. (3 hr lecture, 6 hr lab)

TMS 2146 Microcomputer Peripheral and Electro-Mechanical Devices I **6 SH**
(Prerequisite: TMS 2136) A study of the physical construction and circuits of peripheral devices, such as, printers, disk drives, and other peripheral devices. (3 hr lecture, 6 hr lab)

TMS 2256 Microcomputer Electronics Theory and Servicing II **6 SH**
(Prerequisite: TMS 2136 and TMS 2146) A continuation of TMS 2136. (3 hr lecture, 6 hr lab)

TMS 2266 Microcomputer Peripheral and Electro-Mechanical Devices II **6 SH**
(Prerequisite: TMS 2136 and TMS 2146) A continuation of TMS 2146. (3 hr lecture, 6 hr lab)

POSTAL MANAGEMENT TECHNOLOGY

TPM 1113 History and Organization of Postal Service **3 SH**
Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

TPM 1123 Employee and Labor Relations **3 SH**
Emphasis on laws and practices of labor management, current status and problem, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.0. safety and health, and personnel problems. (3 hr lecture)

TPM 1133 Finance **3 SH**
Emphasis on revenues, control of revenues, operational efficiency, facilities and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)

TPM 2113 Mail Processing I & II **3 SH**
Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

TPM 2123 Customer Services **3 SH**
Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

TPM 2133 Postal Problem Analysis **3 SH**
Postal problems for which the student must use system analysis, problem-solving grids, and decisions by objectives

to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives and solutions; and analyze and test alternatives decided upon as possible objective solutions. (3 hr lecture)

RESPIRATORY THERAPY

TRT 1113 Orientation to Respiratory Care 3 SH
(Prerequisite: None) An orientation to the history of respiratory care including, medical, legal, and professional ethics, and patient communication. An introduction to medical emergencies, general asepsis, and patient control will be offered through a combination of lecture and discussion formats. (3 hr lecture)

TRT 1116 Respiratory Care Anatomy & Physiology 6 SH
(Prerequisite: None) An anatomical and physiological review of the major systems of human body in relation to the practice of respiratory care. Includes medical terminology. (4 hr Lecture, 4 hr lab)

TRT 1214 Respiratory Technology I 4 SH
(Prerequisite: None) A complete study of respiratory care equipment design and operation in relation to clinical objectives and an introduction to pharmacology. (2 hr lecture, 8 hr clinical lab)

TRT 1224 Respiratory Technology II 4 SH
(Prerequisite: TRT 1113, TRT 1116, TRT 1214, TRT 1313) A continuation of TRT 1214. A study of general classification of microorganisms involved with respiratory tract infections, methods of sterilization of respiratory care equipment and a continuation of pharmacology. (3 hr lecture, 2 hr lab)

TRT 1313 Respiratory Care Science 3 SH
(Prerequisite: None) An integrated study of the fundamental laws and theories of chemistry and physics related to respiratory care. (2 hr lecture, 4 hr clinical lab)

TRT 1414 Patient Assessment 4 SH
(Prerequisite: TRT 1313, TRT 1116, TRT 1214, TRT 1313) Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases is presented including etiology, pathophysiology, complication, occurrence, clinical manifestations, treatment, and prevention. (3 hr lecture, 2 hr lab)

TRT 1715 Clinical Experience I 5 SH
(Prerequisite: TRT 1113, TRT 1116, TRT 1214, TRT 1313, or equivalent) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competency and performance of respiratory care procedures. (20 hr clinical lab)

TRT 1722 Clinical Experience II 2 SH
(Prerequisite: TRT 1224, TRT 1414, or equivalent) Students rotate through various respiratory care subspeciality areas (ie., critical care, cardiopulmonary diagnostics, nursery, cardiac laboratory, etc.) for evaluation of competency and performance of respiratory care procedures. (8 hr clinical lab)

TRT 1732 Clinical Experience III 2 SH
(Prerequisite: TRT 1224, TRT 1414, or equivalent) Students rotate through various respiratory care subspeciality areas for evaluation of competency and performance of respiratory care procedures. (8 hr clinical lab)

TRT 1741 Respiratory Care Review I 1 SH
(Prerequisite: None) A comprehensive review of Entry Level respiratory care in preparation for the completion of the NBRC examination. (1 hr lecture)

TRT 2113 Advanced Respiratory Care Theory I 3 SH
(Prerequisite: TRT 1224, TRT 1414, TRT 1715) An indepth study of the adult and infant airway management, electrocardiography, cardioversion and the use of resuscitators. (2 hr lecture, 4 hr clinical lab)

TRT 2116 Cardiopulmonary Physiology I 6 SH
(Prerequisite: TRT 1224, TRT 1414, TRT 1715) Review of the structure of the human body, the function of the heart and lungs in gas exchange, drug effect on organ systems and pulmonary pathology. (4 hr lecture, 4 hr lab)

TRT 2123 Advanced Respiratory Care Theory II 3 SH
(Prerequisite: TRT 2113, TRT 2116, TRT 2213, TRT 2314) An indepth study of adult and neo-natal mechanical ventilation. Consideration of cardiac and pulmonary monitoring techniques are utilized in the critical care setting. (2 hr lecture, 4 hr clinical lab)

TRT 2213 Respiratory Care Management 3 SH
(Prerequisite: TRT 1224, TRT 1414, TRT 1715) Principles of business management including an overview of major functions such as planning, staffing, controlling, directing and financing, role of management in business-qualifications and requirements. (2 hr lecture, 4 hr clinical lab)

TRT 2216 Cardiopulmonary Physiology II 6 SH
(Prerequisite: TRT 2113, TRT 2116, TRT 2213, TRT 2314) Review of the metabolism and energy release, the concept

of acid-base balance in the body, and diagnosis, cause and effect and treatment of pulmonary insufficiency. (4 hr lecture, 4 hr lab)

TRT 2314 Diagnostic Interpretation 4 SH
(Prerequisite: TRT 1224, TRT 1414, TRT 1715) An indepth study of patient evaluation and care plan information. Student patient presentations are made for panel discussion and review. Guidelines for interpretation of pulmonary function tests, electrocardiograms, arterial blood gases, chest x-rays, and other laboratory data pertinent to the practice of respiratory care. (2 hr lecture, 8 hr clinical lab)

TRT 2413 Advanced Clinical I 3 SH
(Prerequisite: TRT 2113, TRT 2213, TRT 2216, TRT 2314) A complete review of the fundamental practice of respiratory care in the hospital environment. Presentation of the practice of respiratory care by objectives. A procedural guide is utilized to assess student competency and performance in the clinical setting. (12 hr clinical lab)

TRT 2422 Advanced Clinical II 2 SH
(Prerequisite: TRT 2123, TRT 2126, TRT 2612) Students rotate through respiratory care specialty areas, i.e., adult and neo-natal intensive care, surgery, nursery, cardiopulmonary laboratory, and receive an indepth study of advanced emergency life support skills. A procedural guide is utilized to evaluate student competency and performance. (8 hr clinical lab)

TRT 2432 Advanced Clinical III 2 SH
(Prerequisite: TRT 2123, TRT 2126, TRT 2612) A continuation of TRT 2422. (8 hr clinical lab)

TRT 2612 Cardiopulmonary Testing 2 SH
(Prerequisite: TRT 2113, TRT 2116, TRT 2213, TRT 2314) A comprehensive study of the testing of patients with pulmonary and/or cardiac impairment. (1 hr lecture, 4 hr clinical lab)

TRT 2741 Respiratory Care Review II 1 SH
(Prerequisite: None) A comprehensive review of Advanced Respiratory Care in preparation for the completion of the NBRC examination. (1 hr lecture)

TECHNICAL RELATED STUDIES

TRS 1111 Human Relations 1 SH
Emphasis is placed on attitude development, as it relates to communication, listening, positive self-image, problem solving, self confidence, and expectations. (1 hr lecture)

TRS 1112 First Aid 2 SH
Comprehensive course in first aid. Emergency treatment of minor and major injuries; correct use of first aid equipment. (2 hr lecture)

TRS 1113 Introduction to Vocational Education 3 SH
Organization of vocational education at the local, state, and national level. Place of types of education as integral parts of a democratic program of public education. (3 hr lecture)

TRS 1123 Teacher Effectiveness Training 3 SH
An approach to developing the skill of promoting learning in a variety of settings by focusing upon the teacher-student relationship. Follows the Thomas Gordan System. (3 hr lecture)

TRS 1133 Industrial Psychology 3 SH
Introduction to the scientific study of human behavior and experiences related to human relations in industry. Individual differences, selection, and placement of employees. (3 hr lecture)

TRS 1142 Humanities for Technicians 2 SH
This course introduces the vocational technical student to basics in art, drama, music, and literature and emphasizes the relationship between these areas and the use of one's leisure time. (2 hr lecture)

TRS 1212 Safety Practices & Environmental Control 2 SH
Principles of safety and environmental control and their applications as they relate to hospitals, nursing homes, and other health care facilities. (2 hr lecture)

TRS 1213 Small Business Operation 3 SH
Designed to provide a foundation for a successful small business ownership. Planning, organizing, financing, recordkeeping, production, legal regulations, and sales or service promotion will be emphasized as related to operating business in the vocational and technical areas. (3 hr lecture)

TRS 1313 Interpersonal Hospital Communications 3 SH
Designed to expand the individual's communication skills by identifying, examining, and correcting barriers to communications which may exist in the hospital community. (3 hr lecture)

TRS 1413 Industrial Safety 3 SH
Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)

TRS 1423 Electric Machines I 3 SH

Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. (3 hr lecture)

TRS 1433 Electric Machines II 3 SH

(Prerequisite: TRS 1423) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. (3 hr lecture)

TRS 1443 Basic Electricity 3 SH

Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficiency of copper, etc. (3 hr lecture)

TRS 1511 Chemistry for Hair Care 1 SH

Lectures and practical demonstrations. The course deals with the properties, composition, structure of matter, chemical bonds, PH,soluability factors, and common reactions of hair. Primarily for Cosmetology and Barbering majors. (1 hr lecture)

TRS 1523 Introduction to Pharmacology 3 SH

Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Emphasis on effective phamacologic therapy for common pathologic conditions. (3 hr lecture)

TRS 1713 Business Mathematics I 3 SH

(Prerequisite: 1 unit of high school algebra or math placement score level 2) This course includes a study of basic mathematical skills, algebraic operations, statistical techniques and computational approaches as related to a wide range of business fields and applications.

TRS 1723 Business Mathematics II 3 SH

(Prerequisite: TRS 1713, Business Mathematics I or MAT 1313) This course is a continuation of Business Mathematics I.

TRS 2323 Strengths of Materials 3 SH

An introductory course into the fields of structural design, consisting of a study of states and strength of materials. Emphasis is given to elementary analysis of forces in simple structure, and a study of the properties of such materials as steel, wood, concrete, and the design of beams, columns, and shafts with these materials. (3 hr lecture)

TRS 2513 Technical Physics I 3 SH

Properties of matter and mechanics. Designed for technical students. Fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods used for demonstration and student experiments. (2 hr lecture, 2 hr lab)

TRS 2523 Technical Physics II 3 SH

(Prerequisite: TRS 2513) Heat, light and sound. Designed for technical students. An examination of the theory and applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. (2 hr lecture, 2 hr lab)

TRS 2533 Technical Physics III 3 SH

(Prerequisite: TRS 2523) A study of fluids, their properties, their behavior, and their application to the Hi-Tech industry. Among the topics covered are properties of compressible and incompressible fluids, viscosity, and basic hydraulic and pneumatic circuits. (3 hr lecture, 2 hr lab)

TRS 1613 Introduction to the Metric System 3 SH

The International (SI) Metric system and its derived units of measurement. Conversion from the English system of measurement to the metric system. Prefixes, powers, exponents, symbols, and formulas. All types of manufacture, special services that use metric, home economics, and consumer goods. (3 hr lecture)

TRS 1623 Technical Mathematics I 3 SH

(Prerequisite: 1 unit of high school algebra or permission of the mathematics staff) Algebric expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Open to technical and vocational students only; not open to students with credit in MAT 1313. (3 hr lecture)

TRS 1633 Technical Mathematics II 3 SH

(Prerequisite: TRS 1623 or its equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigometric functions, the j-operator, binominal expansion, progressions. Open to technical and vocational students only; not open to students with credit in MAT 1323. (3 hr lecture)

TRS 2543 Technical Mathematics III 3 SH

The course treats the study of the straight line, circle, parabola, ellipse, hyperbola, tangents and normals; cartesian and polar coordinates, relations and functions; limits and continuity, differentiation of algebraic, transcendental, exponential, and logarithmic functions; various applications to technical problems. (3 hr lecture)

TRS 2643 Technical Mathematics IV **3 SH**

The course treats the study of the integration of algebraic and elementary transcendental functions. The application of the integral and formal integral is considered. (3 hr lecture)

TRS 1923 Patient Contact & Public Relations **3 SH**

(Prerequisite: None) The development of personal communication skills and attitudes for allied health professionals is emphasized. The importance of viewing "the whole patient" is stressed. Interaction skills, interviewing techniques and aspects of working with aging and terminally ill patients are studied as part of the patient-professional relationship. (3 hr lecture)

TRS 1163 Dimensions in Self-Development **3 SH**

A systematic approach to improving one's personal appearance, developing a personality and learning the social graces necessary for success in today's business world. (3 hr lecture)

VI
Vocational Programs and Course Descriptions

VOCATIONAL PROGRAMS AND COURSE DESCRIPTIONS

Hinds Community College offers a wide range of vocational programs which are intended to prepare people for immediate employment upon completing the program. They range in length from two (2) months to two (2) years. Full-time students are typically in class 30 hours per week, although some health occupations and a few other programs may require up to 40 hours per week in class. Many programs may be taken during the evening on a ½ time basis in which case students would attend class 15 to 20 hours per week.

Most courses within a program are of approximately 8 weeks in length if pursued on a full-time basis, although some courses may be of 4 or 6 weeks in length.

Some students may enroll or re-enroll in some vocational courses at 5 different times during the year provided they meet the program admissions requirements, course prerequisites and space is available. These enrollment periods are: at the beginning of a semester, at mid-semester, and at the beginning of the summer session.

A student enrolled in a vocational program may receive credit for former work or study by a challenge exam. A maximum of 50% credit may be earned, unless prohibited by state or federal regulation, not to exceed 30 SH. Credit for vocational courses is recorded in terms of semester hours where one (1) semester hour of credit is awarded for each week (30 to 40 hours) of full-time instruction in a course.

PROBATION-SUSPENSION—VOCATIONAL

In cases where programs are organized in terms of less than a semester in length, each such term shall be treated as a semester for probation and suspension purposes.

Students who have been previously placed on scholastic probation and have not achieved a 1.5 quality point average for the current term will be placed on scholastic suspension for one term.

POSTSECONDARY VOCATIONAL PROGRAMS

Agricultural Diesel Mechanics - Ry
Airframe and Powerplant Maintenance - Ry
Automotive Body and Frame Repair - Rk, Ry, Ut
Automotive Machinist - Ja
Automotive Mechanics - Ja, Ry, Ut, Vb
Automotive Parts and Sales - Ry
Barbering - Ry, Ut
Bricklaying - Ry, Vb
Building Construction - Ry
Business and Office Training - Vb
Carpentry - Ry, Ut, Vb
Clothing and Textiles - Ut
Cosmetology - Ut
Diesel Mechanics - Ry, Vb
Drafting and Design - Ut
Electronic Communications Repair - Ry
Food Service and Administration - Ut
General Electricity and Wiring - Ry, Vb
General Electronics Specialty - Ry
Industrial Drafting - Ry, Vb
Industrial Maintenance - Vb
Machine Shop - Ry, Ut, Vb
Masonry - Ut
Meat Merchandising - Ry
Nurse Aide - NAHC
Office Machine Repair - Ry
Offset Printing - Ry
Practical Nursing - NAHC, Vb
Psychiatric Aide - NAHC
Refrigeration and Air Conditioning - Ry
Surgical Technology - NAHC
Unit Service (Ward) Clerk - NAHC
Welding - Ry, Ut, Ja, Vb

Ja - Jackson Campus, Sunset Drive Center
NAHC - Nursing/Allied Health Center
Rk - Rankin Branch
Ry - Raymond Campus
Ut - Utica Campus
Vb - Vicksburg-Warren County Branch

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student combines periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by the Hinds Community College Office of Coopertive Education. This office exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for 12 semester hours and work a minimum of 20 hours a week under this plan to receive veterans benefits.) UNDER BOTH PLANS, A MINIMUM OF TWO WORK SEMESTERS IS REQUIRED.

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Community College.

JOB PLACEMENT

The Office of Cooperative Education and Placement provides job placement services for all Hinds Community College students and alumni. This service is free and includes full-time employment for graduates as well as part-time, summer and Cooperative Education jobs. For more information, contact the Office of Cooperative Education and Placement at 857-3341.

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL EDUCATION FOR VOCATIONAL MAJORS

In order to be eligible to receive the associate degree, vocational majors must be admitted as a degree seeking student and have also completed the requirements for the vocational certificate in their particular specialty.

State standards require that each degree program contain a fifteen (15) semester hour general education core made up of courses from each of these areas: humanities or fine arts; mathematics or natural science; behovorial or social sciences.

The Hinds Community College requirement of 6 semester hours math or science for the AAS degree can be met using TRS Business Mathematics or Technical Mathematics. These courses will not serve to meet the math or science requirment in the 15 semester hours general education component.

If a math course is used to meet the 15 semester hours general education requirement as set forth by the Southern Association of Colleges and Schools and the Mississippi Board for Community and Junior Colleges, this course must be college algebra or higher. The 15 semester hours general education requirement can be met using a science course rather than a mathematics course in most cases.

For those pursuing the associate degree in a concurrent manner, the following curriculum and course sequence is provided as a suggested guide:

General & Related Studies	**SH**
English	6
Mathematics and/or Science	6
Behavioral or Social Science	3
Humanities or Fine Arts	3
Academic and/or Technical Electives	6
Acdemic, Technical and/or Vocational Electives (approved)	8
	32

Vocational Specialty

Includes all courses required for a vocational certificate which contains 32 or more semester hours . . . 32 +

TOTAL 64 +

First Semester — Freshman Year

Mathematics and/or Science	3
Vocational Specialty	16
TOTAL	19

Second Semester — Freshman Year

Mathematics and/or Science	3
Vocational Specialty	16
TOTAL	19

Summer Session

Behavioral or Social Science	3
Vocational Specialty (if required for certificate)	8
or	
Academic, Technical and/or Vocational Electives (approved)	
TOTAL	11

First Semester — Sophomore Year

English	3
Vocational Specialty (if required for certificate)	16
TOTAL	19

Second Semester — Sophomore Year

English	3
Vocational Specialty (if required for certificate)	16
TOTAL	19

Summer Session

Humanities or Fine Arts	3
Academic and/or Technical Electives	6
GRAND TOTAL	64 - 96

VOCATIONAL PROGRAMS AS OFFERED AT UTICA CAMPUS RECOMMENDED CURRICULA AND COURSE SEQUENCE

AUTOMOTIVE BODY AND FRAME REPAIR

Freshman
First Semester

VEN	1113	Basic English I	3
VRM	1113	Basic Mathematics I	3
VRS	1113	Introduction to Vocational English	3
VBF	1216	Auto Body Repair I	6
VBF	1233	Surface Preparation	3
			18

Second Semester

VEN	1123	Basic English II	3
VRM	1123	Basic Mathematics II	3
VBF	1223	Frame and Body Construction	3
VBF	1256	Auto Body Repair II	6
		Elective	3
			18

Sophomore
First Semester

VAM	1113	Basic Auto Mechanics I	3
VBF	2266	Auto Body Repair III	6
VBF	2313	Minor Estimating	3
VBF	2333	Refinishing	3
		Elective	3
			18

Second Semester

VAM	1123	Basic Auto Mechanics II	3
VBF	2276	Auto Body Repair IV	6
VBF	2323	Major Estimating	3
VBF	2343	Special Painting Problems	3
		Elective	3
			18
		Total	72

Approved Electives:

VBF	1243	Filler Application	3

VBF	2353	Automotive Glass Service	3

AUTOMOTIVE MECHANICS

Freshman
First Semester

VEN	1113	Basic English I	3
VRM	1113	Basic Mathematics I	3
VRS	1113	Introduction to Vocational Education	3
VAM	1216	Auto Mechanics I	6
VAM	1233	Tune Up I	3
			18

Second Semester

VEN	1123	Basic English II	3
VRM	1123	Basic Mathematics II	3
VWL	1113	Basic Welding	3
VAM	1226	Auto Mechanics II	6
VAM	1243	Tune Up II	3
			18

Sophomore
First Semester

VBF	1113	Fundamentals of Auto Body Repair	3
VAM	1313	Auto Parts Salesmanship I	3
VAM	2236	Auto Mechanics III	6
VAM	2263	Auto Electrical System I	3
		Elective	3
			18

Second Semester

VBF	1123	Basic Auto Body Repair	3
VAM	1323	Auto Parts Salesmanship II	3
VAM	2246	Auto Mechanics IV	6
VAM	2273	Auto Electrical System II	3
		Elective	3
			18
		Total	72

Approved Electives:

VRS	1213	Small Business Operations	3
VDD	1113	Mechanical Drawing I	3
VDD	2213	Machine Drafting I	3
VAM	2253	Diagnosis & Troubleshooting	3

BARBERING

Freshman
First Semester

VBA	2118	Basic Practices In Barbering (1st 8 weeks)	8
VBA	2128	Elementary Practices In Barbering (2nd 8 weeks)	8
			16

Second Semester

VBA	2138	Intermediate Practices In Barbering (1st 8 weeks)	8
VBA	2148	Advanced Techniques In Barbering (2nd 8 weeks)	8
			16

Summer Semester

VBA	2158	Special Problems In Barbering I (8 weeks)	8

Sophomore
First Semester

VBA	2168	Special Problems In Barbering II (1st 8 weeks)	8
		Total	48

BUILDING CONSTRUCTION MANAGEMENT
CARPENTRY AND CABINETMAKING OPTION

Freshman
First Semester

VEN	1113	Basic English I	3
VRM	1113	Basic Mathematics I	3
VRS	1113	Introduction to Vocational Education	3
VDD	1113	Mechanical Drawing I	3
VBC	1314	Carpentry I	4
VBC	1612	Cabinetmaking I	2
			18

Second Semester

VEN	1123	Basic English II	3
VRM	1123	Basic Mathematics II	3
VBC	1324	Carpentry II	4
VBC	1333	Steel Square	3
VBC	1413	Construction Wiring	3
VBC	1622	Cabinetmaking II	2
			18

Sophomore
First Semester

VBC	1213	Principles of Masonry	3
VBC	2344	Carpentry III	4
VBC	2433	Materials and Cost Estimating I	3
VBC	2453	Contracts and Specifications	3
VBC	2513	Blueprint Reading for Builders I	3
VBC	2632	Cabinetmaking III	2
			18

Second Semester

VRS	1213	Small Business Operation	3
VBC	2354	Carpentry IV	4
VBC	2443	Materials and Cost Estimating II	3
VBC	2533	Architectural Drafting	3
VBC	2642	Cabinetmaking IV	2
VBC	2713	Elementary Surveying	3
			18
		Total	72

Approved Elective:

VBC	2652	Supervised Shop Project	2

MASONRY OPTION

Freshman
First Semester

VEN	1113	Basic English I	3
VRM	1113	Basic Mathematics I	3
VRS	1113	Introduction to Vocational Education	3
VRS	1226	Masonry I	6
VBC	2513	Blueprint Reading for Builders I	3
			18

Second Semester

VEN	1123	Basic English II	3
VRM	1123	Basic Mathematics II	3
VBC	1236	Masonry II	6
		Electives	6
			18

Sophomore
First Semester

VRS	1213	Small Business Operations	3

VBC 2246	Masonry III	6
VBC 2433	Materials & Cost Estimating I	3
VBC 2453	Contracts and Specifications	3
	Elective	3
		18

Second Semester

VBC 2256	Masonry IV	6
VBC 2443	Materials & Cost Estimating II	3
VBC 2713	Elementary Surveying	3
	Electives	6
		18
	Total	72

Approved Electives:

VBC 2523	Blueprint Reading for Builders II	3
VBC 2533	Architectural Drafting	3
VBC 2652	Supervised Shop Project	2

CLOTHING AND TEXTILES

Freshman
First Semester

VEN 1113	Basic English I	3
VRM 1113	Basic Mathematics I	3
VRS 1113	Introduction to Vocational Education	3
VCT 1114	Garment Construction I	4
VCT 1213	Equipment Use and Care	3
VCT 1413	Principles of Design I	3
		19

Second Semester

VEN 1123	Basic English II	3
VRM 1123	Basic Mathematics II	3
VCT 1124	Garment Construction II	4
VCT 1313	Alterations and Maintenance	3
VCT 2913	Modeling and Grooming I	3
		16

Sophomore
First Semester

VCT 1513	Crafts I	3
VCT 2413	Fabric Design I	3
VCT 2514	Tailoring	4
VCT 2813	Textiles	3
VCT 2923	Modeling and Grooming II	3
		16

Second Semester

VCT 1523	Crafts II	3
VCT 2424	Costume Design	4
VCT 2613	Merchandising	3
VCT 2713	Home Furnishings	3
	Elective	3
		16
	Total	67

Approved Electives:

VRS 1213	Small Business Operation	3
VCT 1423	Principles of Design II	3
VCT 2423	Fabric Design II	3
VCT 2626	Internship	6

COSMETOLOGY

Freshman
First Semester

VCO	1118	Basic Practices (1st 8 weeks) 8
VCO	1128	Elementary Practices (2nd 8 weeks) 8
		16

Second Semester

VCO	1138	Intermediate Practices (1st 8 weeks) 8
VCO	1148	Advanced Practices (2nd 8 weeks) 8
VRS	1511	Chemistry for Hair Care ..... 1 SH
		17

Summer Semester

VCO	1158	Special Problems I (8 weeks) 8

Sophomore
First Semester

VCO	1168	Special Problems II (1st 8 weeks) 8
		Total 49

FOOD SERVICE ADMINISTRATION

Freshman
First Semester

VEN	1113	Basic English I 3
VRM	1113	Basic Mathematics I 3
VRS	1113	Introduction to Vocational Education 3
VFS	1114	Food Service and Nutrition I 4
VFS	1223	Menu Planning 3
VFS	1313	Equipment and Interior 3
		19

Second Semester

VEN	1123	Basic English II 3
VRM	1123	Basic Mathematics II 3
VFS	1113	Child Nutrition 3
VFS	1124	Food Service and Nutrition II 4
VFS	1213	Modified Diets 3
		Elective 3
		19

Sophomore
First Semester

VFS	2234	Quantity Food I 4
VFS	2413	Purchasing and Storage 3
VFS	2613	Demonstration Methods 3
VFS	2713	Catering I 3
		Elective 3
		16

Second Semester

VFS	2244	Quantity Foods II 4
VFS	2723	Catering II 3
VFS	2813	Management 3
		Electives 6
		16
		Total 70

Approved Electives:

VRS	1213	Small Business Operation 3
VFS	2526	Supervised Practicum I 6
VFS	2536	Supervised Practicum II 6

MACHINE SHOP

Freshman
First Semester

VEM	1113	Basic English I 3
VRM	1113	Basic Mathematics I 3
VRS	1113	Introduction to Vocational Education 3
VDD	1113	Mechanical Drawing I 3
VMS	1116	Machine Shop I 6
		18

Second Semester

VEN	1123	Basic English II 3
VRM	1123	Basic Mathematics II 3
VMS	1126	Machine Shop II 6
		Electives 6
		18

Sophomore
First Semester

VDD	2213	Machine Drafting I 3
VDD	2713	Blueprint Reading I 3
VMS	2136	Machine Shop III 6
		Electives 6
		18

Second Semester

VDD	2223	Machine Drafting II 3
VDD	2723	Blueprint Reading II 3
VMS	2146	Machine Shop IV 6
		Electives 6
		18
		Total 72

Approved Electives:

VMS	2212	Supervised Shop Project I 2
VMS	2222	Supervised Shop Project II 2
VRS	1213	Small Business Operations 3

WELDING

Freshman
First Semester

VEN	1113	Basic English I 3
VRM	1113	Basic Mathematics I 3
VDD	2713	Blueprint Reading 3
VWL	1229	Welding I 9
		18

Second Semester

VEN	1123	Basic English II 3
VRM	1123	Basic Mathematics II 3
VRS	1113	Introduction to Vocational Education 3
VWL	1239	Welding II 9
		18
		Total 36

VOCATIONAL COURSE DESCRIPTIONS

AGRICULTURAL DIESEL MECHANICS

Program Description: This program is designed to provide specialized training in the field of agricultural diesel mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers such areas as internal combustion, electrical systems, hydraulic systems, power trains, air conditioning and other related areas.

Length: 3 semesters plus 1 Summer Session; 1680 CH, 56 SH

VAD 1118 Orientation and Maintenance **8 SH**

A study of farm power equipment, job opportunities, safety, tool identification and the proper use of welding equipment and a thorough study of preventative maintenance methods use for farm power equipment. (240 CH)

VAD 1128 Power Trains **8 SH**

A complete study of the theory and repair of sliding and planetary gear transmissions, final drives, ring gears, pinions, axles, bearings, housings and brakes. (240 CH)

VAD 1138 Gas and Diesel Engines I **8 SH**

A study of the theory of internal combustion engine disassembly and parts identification, repair and service. (240 CH)

VAD 1148 Gas and Diesel Engines II **8 SH**

A study of engine systems and repairs.This includes the lubrication systems, fuel system and cooling system. (240 CH)

VAD 1168 Special Projects **8 SH**

A study and repair of farm power air-conditioning, welding projects and other related projects. (240 CH)

VAD 2128 Hydraulics **8 SH**

A study of the theory of hydraulics and its application to farm power machinery and the repair of all farm related hydraulic systems. (240 CH)

VAD 2138 Electrical Systems and Miscellaneous Equipment **8 SH**

A study of electrical systems and their repair as they relate to farm and power equipment and their adaptations to miscellaneous equipment such as planters, combines, cotton pickers, chemical application, etc. (240 CH)

AIRFRAME AND POWERPLANT MAINTENANCE (Aircraft Mechanics)

Program Description: This program prepares a student to take the FAA Mechanics Exam. Course material covers engines and the airframe.

Length: 4 semester. 1920 CH, 64 SH.

VAP 1118 General Theory of Maintenance I **8 SH**

A study of basic math, physics, and electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes. (240 CH)

VAP 1128 General Theory of Maintenance II **8 SH**

A study of fuel systems, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records. (240 CH)

VAP 1138 Powerplant I **8 SH**

Introduction to powerplants, exhaust systems, cooling systems, engine inspections, engine instrument systems, engine fire protections, lubricating, systems, and ignition systems. (240 CH)

VAP 1148 Powerplant II **8 SH**

A study of fuel metering systems, engine fuel systems, induction systems, and reciprocating engine overhaul. (240 CH)

VAP 2118 Powerplant III **8 SH**

A study of turbine engines and sub-systems, propellers, engine trouble-shooting, engine electrical systems. (240 CH)

VAP 2128 Airframe I **8 SH**

A study of aircraft structures, sheet metal, aircraft coverings, aircraft finishing, aircraft welding. (240 CH)

VAP 2138 Airframe II **8 SH**

A study of aircraft assembly and rigging, aircraft inspection, aircraft electrical systems, hydraulic and pneumatic systems. (240 CH)

VAP 2148 Airframe III **8 SH**

A study of aircraft landing gear systems, cabin atmospheric systems, aircraft instruments systems, communication and navigation systems, aircraft fuel systems, ice and rain control systems, fire protection systems. (240 CH)

AUTOMOTIVE BODY AND FRAME REPAIR

Program Description: The program includes classroom and shop learning experiences designed to prepare the student for jobs dealing with the repair of automotive and truck bodies and frames. Theory and practice in body repair, frame straightening, glasswork and painting.

Length: 3 semesters plus 2 summer session; 1680 CH, 56 SH.

VBF 1118 Fundamentals **8 SH**

(Prerequisite: None) All phases of the body repairing, use of modern tools and equipment, step by step procedure for handling typical jobs and shop safety. (240 CH)

VBF 1128 Removing and Replacing Defective Parts 8 SH
(Prerequisite: VBF 1118) Removing and replacing of damaged parts, such as doors, panels, fenders, bumpers and hoods, with special instruction in the principles of gas and arc welding. (240 CH)

VBF 1138 Frame Straightening and Body Alignment 8 SH
(Prerequisite: VBF 1128) Use of hydraulic jacks, frame gauges and reading dimensions. Straightening of utilized and conventional frames. Door and panel alignment, glass replacing. (240 CH)

VBF 1148 Paint and Surface Preparation 8 SH
(Prerequisite: VBF 1118) Use of wax and silicone removers and use of body fillers, fiber glass and sand papers, preparing metal for painting, sanding, masking and priming. (240 CH)

VBF 1158 Shop Management and Estimating 8 SH
(Prerequisite: None) Instruction in estimating. Responsibilities of shop management, ordering materials and parts. (240 CH)

VBF 2118 Painting 8 SH
(Prerequisite: VBF 1148) Theory and techniques of automobile painting; use of the acrylic lacquer, acrylic enamel, and polyurethane enamel; construction and operation of the necessary equipment such as air requirements, type of spray patterns, spray gun care and operation. (240 CH)

VBF 2128 Special Painting Problems 8 SH
(Prerequisite: VBF 2118) Painting lacquer over lacquer, spot painting, painting lacquer over enamel, off spot mixing color and the use of additives, recoat sealers, anti wrinkle and catalyst. (240 CH)

VOCATIONAL AUTO BODY AND FRAME**

VBF 1113 Fundamentals of Auto Body Repair 3 SH
A course designed to give students experience in the essentials of auto body repair. Included is step-by-step procedure for handling typical jobs in auto body work.

VBF 1123 Basic Auto Body Repair 3 SH
Continuation of VBF 1113.

VBF 1216 Auto Body Repair I 6 SH
This course is designed to help the individual student develop skills in the use of the basic hand tools, power and electric equipment, and the various types of materials that are used in auto body repair. Theory of refinishing and shop safety are stressed.

VBF 1223 Frame and Body Construction 3 SH
An introduction to the construction of both the frame and body of the automobile and the construction practices used by the auto industry. Students will be taught how to analyze and correct small damage on an automobile, use of power tools and hydraulic jacks is covered.

VBF 1233 Surface Preparation 3 SH
Removal of wax and grease, dirt, the use of metal conditioner and putties feathered broken spots by hand or using a mechanical sander.

VBF 1243 Filler Application 3 SH
Emphasis is placed on types of fillers and filler applications.

VBF 1256 Auto Body Repair II 6 SH
A continuation of VBF 1216.

VBF 2266 Auto Body Repair III 6 SH
This course deals with application of collision estimating, practice exercise of frame straightening machines, masking techniques and color matching. Also included is a study of the proper use of hand and precision tools. It includes safety instruction in the care and use of power machines, tools and equipment such as Grinden Power Jacking Equipment and measuring devices.

VBF 2276 Auto Body Repair IV 6 SH
A continuation of VBF 2266.

VBF 2313 Minor Estimating 3 SH
Emphasis is placed on job assignment, job estimating, parts ordering, work schedule, various estimating forms, and determining hourly rates for major and minor damage.

VBF 2323 Major Estimating 3 SH
A construction of VBF 2313 with additional emphasis on shop management.

VBF 2333 Refinishing 3 SH
Designed to provide students with the knowledge of paint and mixture for automobiles, the complete paint job, methods of tamping, pattern procedure for spraying, types of thinners used during each season of the year.

VBF 2343 Special Painting Problems 3 SH
Painting over bare metal, painting lacquer over lacquer, spot painting, painting lacquer over enamel, offspot mixing colors, and the use of various types of sealer.

VBF 2353 Automotive Glass Service 3 SH
Covers procedure for removing and replacing auto door glass windows.

**** Complete course available only at Utica Campus**

AUTOMOTIVE MACHINIST

VMA 1118 Preparation and Use of Resurfacing Machines 8 SH
This course is designed to provide the student with knowledge and skills in the use of the various types of brake servicing machines. Also in the procedure for resurfacing brake drums and disk brake rotors and flywheels. (240 CH)

VMA 1128 Piston and Connecting Rod Service 8 SH
Rebuilding connecting rods; honing rods and spindles, installing for bushings; fitting and installing connecting rod and pistons and piston knurlizing. (240 CH)

VMA 1138 Cylinder Head Rebuilding and Service 8 SH
Emphasis on cleaning and rebuilding of cylinder heads; valve guides, knurlizing, replacing and installation; valve seat replacement and installation; grinding seats, valves, rocker arms, chamfering and machining for patented seal and surfacing cylinder heads. (240 CH)

VMA 1148 Cylinder Block Service 8 SH
A study of cylinder boring; a study of abrasive and honing grits; crosshatching and finishing of cylinders; of main bearing saddles, cam gearing and housing bores, and a study of speeds and feeds related to boring. (240 CH)

VMA 1158 Crankshaft Service 8 SH
Submerged arc welding of crankshafts; crankshaft grinding; radius dressing of stone mounting and balancing of wheel; radius grinding of crankshaft, straightening and centering of crankshafts; finishing and preparation for installation. (240 CH)

AUTOMOTIVE MECHANICS

Program Description: This program is designed to prepare students for employment in the field of Automotive Mechanics. Training gives students much practical experience in overhauling engines, transmissions, clutches, rear ends and in dealing with other problems that are encountered in repairing automobiles. It also gives the student an opportunity to acquire the technical and related information necessary for job competency in the transportation industry.

Length: 4 Semesters plus 1 summer session; 2160 CH, 72 SH

VAM 1118 Engine Tune-Up 8 SH
A study of the ignition system, carburetion and fuel injection. (240 CH)

VAM 1128 Electrical Systems 8 SH
Theory and servicing of the electrical system including charging and starting system, battery and wiring system. (240 CH)

VAM 1138 Brake and Hydraulic Systems 8 SH
A study of the complete braking system including manual and power brake systems including disc brake and drum brake repair and overhaul. (240 CH)

VAM 1148 Suspension and Steering Systems 8 SH
A complete study of the suspension system including axles, springs and related parts. Also power and manual steering systems, wheel alignment and balance. (240 CH)

VAM 1158 Air Conditioning and Heating 8 SH
Theory and repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. (240 CH)

VAM 2118 Manual Transmission and Drive Line 8 SH
Three forward speed, four forward speed and five forward speed. Clutch types, repair and service. Drive-line service, including universal joint, service and replacement. Differential types and service procedures including ring gear, axle shaft and bearing service. Parts identification and service terminology. (240 CH)

VAM 2128 Automatic Transmission 8 SH
Theory of hydraulic power, parts identification, disassembly and repair, servicing and installation. (240 CH)

VAM 2138 Principles of Automobile Engines 8 SH
A study of the internal combustion engine including theory, history, parts and engine identification. Also a study of the cooling and lubrication systems including theory, water cooling, air and oil cooling systems. (240 CH)

VAM 2148 Engine Overhaul 8 SH
Diagnosing problems, engine disassembly, parts measurement, parts ordering and reassembly of engine. Testing and run after rebuild. (240 CH)

VOCATIONAL AUTO MECHANICS**

VAM 1113 Basic Auto Mechanics I **3 SH**
A course designed to give a student experience in the essentials of auto mechanics, including theory and actual practice.

VAM 1123 Basic Auto Mechanics II **3 SH**
A continuation of VAM 1113.

VAM 1216 Auto Mechanics **6 SH**
A study of the engine which includes shop orientation and practical application in the following areas: shop safety practices, use and care of both metric and standard tools, engine fundamental principles (diesel and gas engine), engine components, pistons and valves, diagnosing engine trouble, valve and valve mechanism service. Basic work on connecting rod, piston and ring service is covered.

VAM 1226 Auto Mechanics II **6 SH**
A study covering fundamentals of the suspension system, automotive electricity, the storage battery, cranking motor fundamentals, theory of regulator operations, generator service, the carburetor fundamentals, and the engine cooling system.

VAM 1233 Tune-Up I **3 SH**
This course familiarizes the student with the operation and component parts in the automotive fuel and electrical system. Three clock hours per week.

VAM 1243 Tune-Up II **3 SH**
A continuation of VAM 1233. Emphasis is placed on the use of scope and meters. Repair and testing are a major part of this course.

VAM 1313 Auto Parts Salesmanship I **3 SH**
This course is concerned with the technical description and specifications of all automobile parts, cataloging of parts, inventories, pricing, selling and order of parts.

VAM 1323 Auto Parts Salesmanship II **3 SH**
This course is a continuation of VAM 1313.

VAM 2236 Auto Mechanics III **6 SH**
A detailed study of the automotive transmission and power train for both American and foreign made cars. Special emphasis is given to engine rebuilding, drive propeller shaft, and universal joints; disassembling and reassembling transmissions, power train, clutches, rear axle, and differentials.

VAM 2246 Auto Mechanics IV **6 SH**
Advanced study on automotive chassis with special studies in automotive chassis fundamentals; automotive spring and suspension; steering systems, front end alignment, manual steering services, automotive repair. This course provides the student with an opportunity to practice all types of automotive maintenance.

VAM 2253 Diagnosis and Troubleshooting **3 SH**
A practical course for the advanced students, designed to emphasize independent work involving major repairs.

VAM 2263 Automotive Electrical System I **3 SH**
Includes instruction in testing operating, and repairing the components of the electrical system; the use of the latest type of equipment available is covered. Students are required to draw schematics of all circuits of the electrical system.

VAM 2273 Automotive Electrical System II **3 SH**
A continuation of VAM 2263.

**** Complete program available at Utica Campus Only**

AUTOMOTIVE PARTS AND SALES

Program Description: This program includes theory, laboratory, shop work and other specialized learning experiences relative to receiving, stocking, selling and shipping merchandise in the automotive after-market. Included is the study of mathematical procedures related to business operation, engine theory and operation, automotive systems, the use of office machines, auto parts store management and customer relations. Specific training will enable the student to: ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the part number and price, measure engine parts, display merchandise, determine correct interchange parts, accept telephone orders and take inventory. Students receiving veterans benefits may not exercise the on-the-job training option. Classroom hours must be strictly adhered to throughout the length of the program.

Length: 2 semester plus 1 summer session; 1200 CH; 40 SH

VAS 1118 Orientation and Records Management **8 SH**
(Prerequisite: None) Job opportunities, physical structure of the industry. Stressing importance of records management, theory and practice of inventory control. Basic math applied to the parts industry. (240 CH)

VAS 1128 Automotive Assemblies and Systems 8 SH
(Prerequisite: None) Emphasis on describing the function and identification of the assembly or system. Study of different tools and equipment used.(240 CH)

VAS 1138 Catalogs and Merchandising 8 SH
(Prerequisite: None) Use of catalogs, price sheets, display designs, advertising methods and product literature. (240 CH)

VAS 1148 Internal Operations and Sales 8 SH
(Prerequisite: None) Study of stock investment, turnover and shipping methods. Developing sales attitude. Techniques of counter selling and telephone selling. (240 CH)

VAS 1158 Supervised Sales Experience 8 SH
(Prerequisite: VAS 1118, 1128,1138 and 1148) Practical experience in dealing with the public regarding the parts industry. Role playing in a school environment or actual work experience under supervised conditions at various types of parts dealers. (240 CH)

BANK TELLER AND PROOF OPERATIONS

Program Description: This program is intended to train the individual learner for successful employment as a bank teller and/or proof operator. This self-paced program allows students to progress at their own pace, depending on their abilities.This program is not eligible for payments under Veterans Benefit Programs.

Length: 10 weeks

VBT 1118 Bank Teller Operations 8 SH
(Prerequisite: Interview with instructor) This course includes study modules and simulated training necessary in every major area of teller responsibility. (240 CH)

VBT 1128 Proof Operations 8 SH
(Prerequisite: None) This course is designed to enable the student to acquire the basic skills and knowledge to operate the proof system. The student should be able to identify parts and basic components of the system and match operational functions of the system to the purpose. (240 CH)

BARBERING AND HAIR CARE**

Program Description: This program includes theory, laboratory shopwork and other specialized learning experiences relative to haircutting, styling, perming, coloring and skin care. Included is the study of salesmanship, business management, law and customer relationships. This program is designed to prepare the student for employment in the barbering and hair care field. A student must pass the State Barber Board Examination in order to complete this program.

Students receiving veterans' benefits may not exercise the option for alternate evening class hours. They may attend only those hours during the day Monday-Friday as published in the Class Schedule.

Length: 2 semesters plus 1 summer session; 1500 CH; 38 SH

VBA 1118 Basic Practices 8 SH
(Prerequisite: None) Orientation and practical experience in handling tools, sanitation and sterilization, haircutting, styling, shampooing, blow drying and perm rolling. (320 CH)

VBA 1128 Elementary Practices 8 SH
(Prerequisite: VBA 1118) Performing basic practices independently with supervision. Familiarization and practice of shave, perm processing, colors and bleach, hair analysis and treatment of damaged hair, and salesmanship. (320 CH)

VBA 1138 Intermediate Practices 8 SH
(Prerequisite: VBA 1128) Review and mastery of basic and elementary practices. Study of facials, modern haircuts and styles for men and women, color processing, wet sets and makeup, hot roller techniques, additional blow drying techniques and curling iron techniques. (320 CH)

VBA 1148 Advance Techniques 8 SH
(Prerequisite: VBA 1138) Continuation of intermediate barbering with emphasis on speed and accuracy. Familiarization and study of directional rolling, skin care and related subjects. Business management, law and customer relationships. (320 CH)

VBA 1156 Special Problems 6 SH
(Prerequisite: VBA 1148) Continuation of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to become a barber stylist. (220 CH)

** Raymond Campus only.

BARBERING**

This program prepares students to enter the barbering trade and is approved by the State Barbering Board. A student is required to put in 1500 clock hours (three semesters) and pass the State Barbering Board Examinations for Apprentice License. After passing the State Board Examination, he/she will be eligible to work with a master barber for six months as an apprentice barber. He/she will then take another examination, and upon passing, will be eligible to open his/her own shop or become a barber inspector. Reading and math are required for students as determined by test scores. Uniform and kit are required for course. Please see advisor about procedures for getting these items.

VBA 2118 Basic Practice in Barbering 8 SH
Orientation and practical experience in handling tools, sanitation and sterilization, hair cutting, styling, shampooing, blow drying and perm rolling. (250 CH)

VBA 2128 Elementary Practices in Barbering 8 SH
(Prerequisite: VBA 2118) Performing basic practices independently with supervision. Familiarization and practice of shave, perm processing, colors and bleach, hair analysis and treatment of damaged hair, and salesmanship. (250 CH)

VBA 2138 Intermediate Practices in Barbering 8 SH
(Prerequisite: VBA 2128) Review and mastery of basic and elementary practices. Study of facials, modern haircuts and styles for men and women, color processing, wet sets and makeup, hot roller techniques, additional blow drying techniques and curling iron techniques. (250 CH)

VBA 2148 Advanced Techniques in Barbering 8 SH
(Prerequisite: VBA 2138) Continuation of intermediate barbering with emphasis on speed and accuracy. Familiarization and study of directional rolling, skin care and related subjects. Business management, law and customer relationships. (250 CH)

VBA 2158 Special Problems in Barbering I 8 SH
(Prerequisite: VBA 2148) Continuation of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to become a barber stylist. (250 CH)

VBA 2168 Special Problems in Barbering II 8 SH
(Prerequisite: VBA 2158) A continuation of Special Problems I as assigned by the instructor. (250 CH)

****Utica Campus only.**

BRICKLAYING

Program Description: This program is designed to prepare students for employment as brick masons. It provides classroom and shop learning experiences concerned with the cutting, chipping and fixing position of concrete blocks, brick, and stone and using bonding materials and hand tools. Also included is training in concrete finishing, planning, estimating and reading of architectural plans.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 CH

VCM 1118 Introduction and Safety 8 SH
(Prerequisite: None) Orientation to the bricklaying profession. Care and use of the tools, terms, nomenclature and safety procedures used in the bricklaying trade. (240 CH)

VCM 1128 Corner Lead 8 SH
(Prerequisite: VCM 1118) Instruction and experience in constructing guidelines and working layouts. Projects include construction of four-, eight-and twelve-inch corner leads. (240 CH)

VCM 1138 American Bond 8 SH
(Prerequisite: VCM 1118) Instruction and practical experience in constructing four-, eight- and twelve-inch walls. (240 CH)

VCM 1148 Advanced Patterns 8 SH
(Prerequisite: VCM 1128, 1138) Instruction and practical experience in constructing patterns and designs as found in fireplaces and arches. Reading, interpreting and building from specifications. (240 CH)

VCM 1158 Blocks, Stone and Estimating 8 SH
(Prerequisite: VCM 1148) Building with blocks and stone. Estimating costs of material and labor. (240 CH)

BUILDING CONSTRUCTION MANAGEMENT

VBC 1123 Introduction to Woodworking 3 SH
Planning and designing, selecting and roughing out stock, sawing to finished dimensions, drilling and boring wood joints, gluing and clamping, sanding and preparing for finish, study of power tools, hand tools and safety practices.

VBC 1213 Principles of Masonry 3 SH
This course is designed for nonmasonry majors with moderate emphasis placed on tools and manipulative skills. Students are given practical work in installing prefabricated window frames, pouring chutes and concrete form.

VBC 1226 Masonry I **6 SH**

Basic manipulative and technical skills involving knowledge of brick masonry, bricks, blocks, pier pilasters, bonds, metal ties texture, pattern, estimating, laying out foundation, use and care of tools, a squaring, use of builder lever and history of masonry.

VBC 1236 Masonry II **6 SH**

A theory and practical course designed to cover wall construction, laying and finishing concrete clay tiles, floor paving.

VBC 1333 Steel Square **3 SH**

This course is designed to give the student a general knowledge of the carpentry square. Emphasis is placed on scales, brace and illustrative problems in laying out wall lines, spacing studding, and rafters.

VBC 1314 Carpentry I **4 SH**

Instruction involves laying out foundation, erecting batter boards, setting forms for foundations, columns and piers.

VBC 1324 Carpentry II **4 SH**

A continuation of VBC 1314, Carpentry I, with house framing, (balloon and western) floor and wall framing, roof framing, exterior trim.

VBC 1413 Construction Wiring **3 SH**

Includes the basic theory, principles of electrical codes, and procedure for making connections, outlets, and other practices associated with basic electrical wiring.

VBC 1612 Cabinetmaking I **2 SH**

The study of woods, millwork, hardware, study of machines, tools, sanding and basic cabinet construction, joint drawers and guides, cabinet top finishing and industrial production.

VBC 1622 Cabinetmaking II **2 SH**

A continuation of Cabinetmaking I.

VBC 2246 Masonry III **6 SH**

Emphasis on this unit will be placed on production results dealing with concrete blocks, glass blocks, chimneys, walks, steps, structural and reinforcing steel, waterproofing and terra cotta tile.

VBC 2256 Masonry IV **6 SH**

A course designed to provide sufficient practical work with gates, piers, garden, wall ornaments, English flemish and American bond, arches acute corner, qioin and manholes.

VBC 2344 Carpentry III **4 SH**

A course which is concerned with interior trim, finish floor, interior wall construction and ceiling, hanging doors and trimming out windows, doors, shoe moulding and running basebords.

VBC 2354 Carpentry IV **4 SH**

A continuation of VBC 2344.

VBC 2433 Materials and Cost Estimating I **3 SH**

A study of the various materials that are available to builders and their various applications. Cost estimating is also included to enable the student to plan the entire expenses of building a home.

VBC 2443 Material and Cost Estimating II **3 SH**

A continuation of VBC 2433.

VBC 2453 Contracts and Specifications **3 SH**

The study of normal business relations from a legal standpoint with emphasis on the laws of contracts, sales, property, in general, bailment and carriers.

VBC 2513 Blueprint Reading For Builders I **3 SH**

A course that places emphasis on the use of blueprints in elevation views, scale and dimensions, structural detail, sectional views, blueprint specifications and symbols for bricklaying and carpentry trades as related to building specifications.

VBC 2523 Blueprint Reading for Builders II **3 SH**

(Prerequisite: VBC 2513) Continuation of VBC 2513, Blueprint Reading for Builders I.

VBC 2533 Architectural Drafting **3 SH**

A course designed to give an in depth study of symbols, details, planes, abbreviations, and elevations that are associated with the building trades.

VBC 2632 Cabinetmaking III **2 SH**

A continuation of VBC 1622.

VBC 2642 Cabinetmaking IV **2 SH**

A continuation of VBC 2632.

VBC 2713 Elementary Surveying 3 SH

Care and use of the surveying instruments are explored. Field problems to be executed will include differential leveling, angles and distance measurements and building layouts.

VBC 2652 Supervised Shop Project 2 SH

Is planned so that the student projects assist the student in exploring his/her interest, abilities, and deficiencies in terms of wood construction.

VOCATIONAL BUSINESS AND OFFICE

Program Description: The Business and Office Training program is intended for those persons whose primary objective is to train for initial employment in the clerical field. The curriculum contains instruction in typewriting, English, business mathematics and accounting principles, record keeping and the use of business-application software on the microcomputer. Students with previous college backgrounds or extensive working experience may become exempt from a course by satisfactorily passing a comprehensive test in that area. Length: 2 semesters; 960CH; 32 SH.

VBO 1118 Business and Office I 8 SH

(Prerequisite: None) Basic typewriting; spelling and basic English; business mathematics; and alphabetic filing.

VBO 1128 Business and Office II 8 SH

(Prerequisite: VBO 1118) Typing business communications; spelling and business English; machine calculations, and introduction to microcomputer applications.

VBO 1138 Business and Office III 8 SH

(Prerequisite: VBO 1128) Typing technical papers and reports; business communications and human relations; basic applications of accounting; and word processing using the microcomputer.

VBO 1148 Business amd Office IV 8 SH

(Prerequisite: VBO 1138) Modern office practice; machine transcription use of financial software on the microcomputer; numeric, geographic, subject and auxiliary-storage filing systems.

CARPENTRY

Program Description: This program is designed to prepare a student with the basic skills and technical knowledge of the carpentry trade. Instruction includes both theory and practical application of these skills needed in the carpentry trade. Upon completion of this program, a student should be able to function on the level of an advanced apprentice in the carpentry field.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 CH

VCC 1118 Basic Principles and Safety 8 SH

(Frerequisite: None) Use of hand and power wood working tools. Introduction to safety practices and safe work habits. Terminology of the carpentry trade and characteristics of building materials. Emphasis on the safe use, care and adjustment of equipment and tools. (240 CH)

VCC 1128 Foundations 8 SH

(Prerequisite: VCC 1118) Site selection, site preparation, plot plans, squaring and layout. Forms, floor and sill framing. (240 CH)

VCC 1138 Framing 8 SH

(Prerequisite: VCC 1128) A study of the different kinds of framing, including floor, wall and roof. (240 CH)

VCC 1148 Finishing 8 SH

(Prerequisite: VCC 1138) Interior and exterior finishing. Emphasis on installing cornices, siding, casings. paneling, doors, trim and windows. (240 CH)

VCC 1158 Special Problems 8 SH

(Prerequisite: VCC 1148) Blueprints, estimating with emphasis on installation of cabinets and built-in units. (240 CH)

CLOTHING AND TEXTILES

VCT 1114 Garment Construction I **4 SH**
An introduction to fundamental principles and techniques of garment construction, selection and use of commercial patterns, selection of fabrics, use and care of small and large equipment.

VCT 1124 Garment Construction II **4 SH**
An application of principles and techniques outlined in Garment Construction 1114 with emphasis on working with problem fabrics (plaids, stripes, velvets and other pile fabrics and design), fitting and construction of garments for men, women, children, and for different figure types.

VCT 1213 Equipment Use and Care **3 SH**
An introductory course which deals with relations of use and care of equipment to production, instructions in the use and care of all equipment basic to garment construction, safety practices and proper storage. Emphasis is on industrial sewing.

VCT 1313 Alterations and Maintenance **3 SH**
Recognition of problems in garment fitting in relation to grain line, figure and fashion, techniques to fitting and solving fitting problems through alterations.

VCT 1413 Principles of Design I **3 SH**
A course designed to produce an understanding of applied principles of art and design in clothing, clothing accessories, and home furnishing.

VCT 1423 Principles of Design II **3 SH**
A continuation of VCT 1413.

VCT 1513 Crafts I **3 SH**
This course deals with the selection, construction and use of various craft projects for the home and the individual. It also includes the pricing of crafts for the purpose of selling. Craft projects to be included in this course are such crafts as quilting, decoupage, macrame, jewelry making, belts, flowers, wall hangings, etc.

VCT 1523 Crafts II **3 SH**
This course deals with the use of design principles in the construction of clothing crafts. It includes the use of scraps and inexpensive materials in the making of sellable crafts. Crafts to be covered include crocheting, knitting, quilting, crewel, toys, purses, scarfs, etc.

VCT 2424 Costume Design **4 SH**
A study of the history of costumes with emphasis on recognition of basic silhouettes, lines, styles, and details in garment construction. Creative expression in dress design, terminating in finished garments using trims, sequins, beads, etc. Production of interesting and expressive details is encouraged.

VCT 2413 Fabric Design I **3 SH**
A study of the basics of design as applied in fabric decoration and textile design. An introduction to block printing and the techniques of batick, tie-dye, and stencil.

VCT 2423 Fabric Design II **3 SH**
(Prerequisite: VCT 2413) A continuation of VCT 2413 with in-depth applications of fabric design.

VCT 2514 Tailoring **4 SH**
The application of tailoring techniques in the construction of coats, suits, and other woolen garments.

VCT 2613 Merchandising **3 SH**
Deals with the types of retail stores, the problems of store operations; salesmanship, promotion, display, personnel administration, operational control and pricing are included in the instructional content.

VCT 2626 Internship **6 SH**
A work-experienced program designed to allow the student to apply classroom learning to on-the-job situations.

VCT 2713 Home Furnishings **3 SH**
A study of the principles and elements of design related to the selection and arrangement of furniture, use of fabrics, accessories, wall and window treatment and other facets of interior designs. Drapery making and construction of home furnishing goods are included.

VCT 2813 Textiles **3 SH**
This study considers the relationship of raw materials, construction and finish to quality and cost, identification of fibers, yarns and fabrics; selection of appropriate fabrics for various uses considering wearing quality and care required.

VCT 2913 Modeling and Grooming I **3 SH**

This course offers a thorough treatment of the basic concepts of modeling, through free and easy exercises, poses, walking, hand positions, hair-styles, eye-lashes, photography, and make-up.

VCT 2923 Modeling and Grooming II **3 SH**

A continuation of VCT 2913 with emphasis on modeling as it applies to photography, retailing, promotional sales, and television.

COSMETOLOGY**

This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology.

Upon completion of this course, a student is given a certificate, which entitles him/her to take the State Cosmetology Examination for a license to become a licensed operator to operate his/her own shop or work with others. Fifteen hundred (1500) clock hours and the passing of the State Examination are required for completion. Reading and math are required for students as determined by test scores. Uniform and kit are required for course. Please see advisors about getting these items.

VCO 1118 Basic Practice in Cosmetology **8 SH**

An orientation of the program, sterilization, shampooing, and rinsing, scalp and hair care. (250 CH)

VCO 1128 Elementary Practices in Cosmetology **8 SH**

(Prerequisite: VCO 1118) Hair shaping, finger waving, styling of wigs, permanent waving, chemical hair relaxing. (250 CH)

VCO 1138 Intermediate Practice in Cosmetology **8 SH**

(Prerequisite: VCO 1128) A continuation of Elementary Practice and facial treatment, facial make-up, hair coloring, superfluous hair. (250 CH)

VCO 1148 Advanced Practice in Cosmetology **8 SH**

(Prerequisite: VCO 1138) A continuation of Intermediate Practices, hair processing, thermal waving, and curling. (250 CH)

VCO 1158 Special Problems in Cosmetology I **8 SH**

(Prerequisite: VCO 1148) A continuation of Intermediate and Advanced practices and topics on dermatology, trichology, electricity, and chemistry as related to Cosmetology. (250 CH)

VCO 1168 Special Problems in Cosmetology II **8 SH**

(Prerequisite: VCO 1158) A continuation of Special Problems I as assigned by the instructor. (250 CH)

**** Utica Campus only.**

DIESEL MECHANICS

Program Description: This program is designed to provide training in the field of diesel mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers internal combustion, electrical systems, hydraulics, power trains, air conditioning, refrigeration and other related areas.

Length: 3 semester plus 1 summer session; 1680 CH, 56 SH.

VDM 1118 Orientation and Maintenance **8 SH**

A study of safe shop practices, equipment maintenance, and component evaluation. (240 CH)

VDM 1128 Vehicle Systems **8 SH**

A study of electrical starting and charging systems, air compressors, and other related vehicle support systems. (240 CH)

VDM 1138 Hydraulics **8 SH**

A study of fluid power and its application to braking and handling systems. (240 CH)

VDM 1148 Refrigeration and Air Conditioning **8 SH**

A study of the theory and repair of refrigeration trailers and tractor air conditioning. (240 CH)

VDM 1158 Power Trains **8 SH**

A study of theory and repair of clutches, transmissions, final drives, and brakes. (240 CH)

VDM 2118 Diesel Engine I **8 SH**

A study of the theory of two-stroke and four-stroke cycle diesel engines, governor operation, fuel injection, and air induction practices. (240 CH)

VDM 2128 Diesel Engines II **8 SH**

(Prerequisite: VDM 2118) A study of diesel engine rebuilding and tune-up procedures. (240 CH)

ELECTRONIC COMMUNICATIONS REPAIR

This program offers one of two types of Vocational Certificates of Completion or an Associate of Applied Science Degree in Occupational Education for Vocational Majors.

GENERAL ELECTRONICS SPECIALTY (One Year Program)

Program Description: Instruction is given in electrical theories and their relationship to radio and television communication and test equipment. Students become skilled in testing and repairing units and minute parts of electronic equipment.

First Semester

VTV 1118 Direct Current Circuits 8 SH

(Prerequisite: None) Introduction to indirect-current, voltage and resistance, magnetism, whole numbers, exponents and scientific notation, complex numbers in algebraic form. (240 CH) (This course is identical to VOM 1118).

VTV 1128 Alternating Current Circuits 8 SH

(Prerequisite: VTV 1118) Introduction to alternating current circuits, inductance and transformers, capacitance, resonance and filters. (240 CH) (This course is identical to VOM 1128).

Second Semester

VTV 1138 Solid State Devices and Semiconductors 8 SH

(Prerequisite: VTV 1128) Introduction to solid state devices, and basic circuitry. (240 CH) (This course is identical to VOM 1138).

VTV 1148 Radio Communications 8 SH

The subject covers a variety of types of AM/FM transmitters used for the electromagnetic radiation of intelligence. The course, as an option, may also include rules and regulations concerning telecommunications by means of radio transmitters. The course includes theoretical and laboratory exercises in which the student works with different types of patterns produced by transmitters. The course covers AM modulation, RF amplifiers, double side band suppressed carrier and frequency modulation. (240 CH)

Summer Session

VTV 1178 Digital Logic Circuits 8 SH

(Prerequisite: None) A study of circuit theory explained through laboratory exercises using test instruments to evaluate normal circuit functions and troubleshoot faulted circuits.

FIRST OPTION: CERTIFICATE PROGRAM COMPLETED AT THIS POINT.
(Two Semesters Plus One Summer Session)

The technical information contained in this program is an excellent foundation that helps prepare the student for Federal Communications Commission (FCC) license examinations and to obtain industry backed certified electronics technicians non-governmental entities.

Upon completion of these blocks, a student may apply for a certificate in General Electronics.

Second Year
Sophomore
Electronics Communications Repair

The second year technician training program covers the fundamentals of testing, troubleshooting and repairing of simple and complex consumer and industrial electronic equipment (Hands-On Projects). Prerequisite: Students must meet all requirements of Freshman year.

First Semester

VTV 1158 Television Theory and Servicing 8 SH

Television transmission and reception from a variety of sources including: cable television, satellite antenna systems, and standard television broadcast stations. Installation and maintenance of home and commercial satellite antenna systems, receivers and monitors. (240 CH)

VTV 2118 Video Systems Theory and Servicing I 8 SH

(Prerequisite: VTV 1158) Elements of video recording, color-under; heterodyne color processing, zero gardband systems, processing the luminance signal, color signal processing. (240 CH)

Second Semester

VTV 2128 Video Systems Theory and Servicing II 8 SH

(Prerequisite: VTV 2118) Mechanical, and digital logic control system. Logic gates including and/or Nand, Mor, Flip Flops, and state-of-the-art IC. Number systems from binary through hexadecimal. (240 CH)

VTV 2138 Diagnostic Procedures I 8 SH

(Prerequisite: VTV 2128) Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. (240 CH)

SECOND OPTION: CERTIFICATE PROGRAM COMPLETED AT THIS POINT.

Students completing this program may choose from a broad selection of career opportunities in the consumer, industrial, or communications electronic field.

Additional Instruction Blocks Option:

These training blocks are not required for graduation. However, they are offered to students who wish to develop greater servicing skills before entering industry.

VTV 2148 Diagnostic Procedures II **8 SH**

Applied bench servicing techniques in a production atmosphere that closely resembles the professional televison repair shop. (240 CH)

VTV 1168 Supervised Field Experience (Not Open to Students Receiving Veteran's Benefits)

(Prerequisite: TEL 1116, VTV 1135, VTV 1145) Supervised and approved on-the-job training as a full-time electronics repairman or in some related electronic field. Minimum of 30 hours per week for 8 weeks. (240 CH)

VOCATIONAL ENGLISH

VEN 1113 Basic English I **3 SH**

This course in writing stresses basic communication skills-writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. (3 hr lecture)

VEN 1123 Basic English II **3 SH**

A continuation of VEN 1113. (3 hr lecture)

FOOD SERVICE ADMINISTRATION**

VFS 1114 Food Service and Nutrition I **4 SH**

This course involves a study of the principles of food selection, preparation, service and scientific aspects of food and nutrition as applied to the individual and the community. Topics include basic principles of cookery, high standards of production for food, efficient use of time in preparation of food, garnishes, sanitary handling of food.

VFS 1124 Food Service and Nutrition II **4 SH**

A continuation of VFS 1114.

VFS 1113 Child Nutrition **3 SH**

This course offers a thorough treatment of the basic concepts of nutrition from an interdisciplinary approach, sociopsychological viewpoint coupled with an application to the needs and problems of children at all age levels. Topics include the nutrient factors in American nutrition, dietary, feeding the infant, preschool and school child and the nutrition of adults.

VFS 1213 Modified Diets **3 SH**

This course is intended to help the student with factors which make dietary modification necessary to understand the effect that the patient's social, economic and religious practices have on his acceptance of dietary care.

VFS 1223 Menu Planning **3 SH**

This course deals with the planning of menus for various types of family and food service meals. Expertiences are provided that will give practice in writing and evaluating menus for the various types of food services and the purpose of a menu. It also introduces the student to recipes and stresses their importance in supervising and managing quantity food service operations.

VFS 1313 Equipment and Interior **3 SH**

This course provides experience to acquaint the student with specifications for various types of food service equipment and facilities, demonstrates to the student how to operate food service equipment, stresses the importance for care and cleaning food service equipment and factors to be considered when selecting the physical facilities and equipment for a food service unit.

VFS 2234 Quantity Food I **4 SH**

This course familiarizes the student with various aspects of quantity food service and prepares students for experiences as food service employees. Laboratory experiences provide opportunities in quantity food preparation, organizing of work, food costs, portion control and work scheduling with emphasis on production scheduling.

VFS 2244 Quantity Food II **4 SH**

A continuation of VFS 2234.

VFS 2413 Purchasing and Storage **3 SH**

This course familiarizes the student with the amount of food to purchase, the quantity of food in relationship to use, food cost control and the use of production records and preparation for requisitions. Principles of storage temperatures and the correct use of storage areas will be discussed.

VFS 2513 Cost Control of Food Service Operations 3 SH

Deals with factors important in control of expenses during purchasing, receiving, storage, issuing, preparation and service. Analysis of menu pricing, budget planning and control is also emphasized.

VFS 2526 Supervised Practicum I 6 SH

(Prerequisites: VFS 1114, 1124, 1223) Work experienced program designed to allow the student to apply classroom learning to on-the-job situations.

VFS 2536 Supervised Practicum II 6 SH

(Prerequisites: VFS 2526, VRM 1113, 1123, VEN 1113, 1123) A continuation of VFS 2526.

VFS 2613 Demonstration Methods 3 SH

A study of principles and techniques used in food and equipment demonstrations. An opportunity is provided for the student to practice the demonstration techniques, to observe critically a number of demonstrations and to judge objectively the work of others.

VFS 2623 Baking 3 SH

This course includes procedures on experimentation with various cooking methods as well as instructions on standard weights and measures, appropriate equipment, tools and utensils used in a bake shop situation. Students will be able to prepare pastries, breads, cakes, quick bread, puddings, and gelatin desserts.

VFS 2713 Catering I 3 SH

This course allows the student an opportunity to put into practice many of the principles of food service which she/he has learned. Practice in ordering, organizing and supervising custom preparation and service of food with emphasis on planning of menus, artistic production and service, cost calculation and alternative menus for public group services, banquets, buffets, teas, dinners, dances, etc., are included in the course. Emphasis in school food service will be in food preparation, loss of low cost items, and production of menu items to meet the requirements of school food services.

VFS 2723 Catering II 3 SH

A continuation of VFS 2713.

VFS 2813 Management 3 SH

This course emphasizes the various responsibilities of food service supervisors, problems of food service business, government and other organizations handling employees, to acquaint the student with volume food management with the history of the volume food service, to outline the multiplicity of functions within the scope of quality food service supervision and management and to suggest opportunities available in industry.

**** Complete program available at Utica Campus only.**

GENERAL ELECTRICITY AND WIRING

PROGRAM DESCRIPTION: Upon completion of this program, a graduate will be capable of planning, designing, and carrying through to a successful completion, the wiring of a residential structure. This will include the figuring of materials and labor required for the job. The graduate will be capable of bending and installing conduit, calculating feeder and branch circuit sizes, installing panels, motor controls, and pulling wires in an industrial structure. Troubleshooting and repair of electrical circuits will be emphasized throughout the course.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

COURSE DESCRIPTION:

VEW 1118 Electricity and Electrical Safety 8 SH

(Prerequisite: None) Electrical theory; definition of terms; branch circuit calculations; safety and National Code study. (240 CH)

VEW 1128 Residential Wiring I 8 SH

(Prerequisite: VEW 1118) Switching (single-pole, 3-way, 4-way, low voltage remote control); blue print reading; planning and designing a residential structure; NM cable installation; continuation of National Code study. (240 CH)

VEW 1138 Residential Wiring II 8 SH

(Prerequisite: VEW 1128) Planning the residential installation; conduit bending and installation; armoured cable installation; calculation and estimating cost of the installation; and continuation of National Code. (240 CH)

VEW 1148 Industrial Wiring I 8 SH

(Prerequisite: VEW 1138) Calculating feeder and branch circuit loads for industrial installations; bending and installation of raceways (conduits); pulling circuit wires; make up of panels and hook up of single and reversing motor controls; approved supervised work experience; special projects; continuation of National Code. (240 CH)

VEW 1158 Industrial Wiring II 8 SH

(Prerequisite: VEW 1148) Trouble shooting and repair of electrical circuits; 3 phase transformer installations; continued study of the National Code; special projects; approved supervised work experience. (240 CH)

HUMAN DEVELOPMENT AIDE

Program Description: An introduction to mental retardation, emphasizing that all children develop sequentially and teaching the differences between the retarded child and a normal child in terms of rate of development and maximum attainable goal.

This program is not eligible for payments under Veterans Benefit program.

VHD 1118 Human Development Aide 8 SH

(Prerequisite: Approval of Human Development Aide Admissions Committee) Introduction to infant and child development, theories of learning, and mental retardation. Practice in behavioral observation and recording, maintaining programs and record keeping. Materials and methods in language development, motor development, socialization and arts and crafts. The role of the human development aide, discussion of child rearing practices. (240 CH)

INDUSTRIAL DRAFTING

Program Description: This is a one or two year drafting program. The one year intensified drafting program will teach the student basic and advanced drafting techniques and basic architectural drafting. At this point, if the student has obtained a full time job as a draftsman, the student may take two additional courses known as supervised field experience and receive a one year certificate. The two year program will cover the same course work as the one year program except it will give the student a much broader base in the drafting field. These additional subject areas are: intermediate architectural drafting, advanced architectural drafting, piping, H.V.A.C. and topographic drafting. These additional courses will increase the students' opportunities in expanding business and industrial areas.

Length: 2 semesters plus 1 summer session, 1200 CH; 40 SH plus 4 SH of Field Experience OR 4 semesters plus 1 summer session; 2160 CH; 72 SH.

VDR 1118 Basic Drafting I 8 SH

(Prerequisite: None) Introduction to drafting and the graphic language, mechanical drawing, lettering, geometrical construction, reproduction and control of drawings, sketching and shape description. (240 CH)

VDR 1128 Basic Drafting II 8 SH

(Prerequisite: VDR 1118) Dimensioning, multiview projection, sectional views, auxiliary views, revolutions. (240 CH)

VDR 1138 Advanced Drafting 8 SH

(Prerequisite: VDR 1128) Axonometric projections, oblique projection, perspective, threads and fasteners and spring, gearing and cams. (240 CH)

VDR 1148 Advanced Drafting II 8 SH

(Prerequisite: VDR 1138) Designs and working drawings. (240 CH)

VDR 1158 Basic Architectural Drafting 8 SH

(Prerequisite: VDR 1148) Structures, essentials of planning, from ideas to reality, complete the student guide, and also do 25 detailed drawings. (240 CH)

Option 1: Advanced Drafting

VDR 2118 Intermediate Architectural Drafting 8 SH

(Prerequisite: VDR 1158) First house plan, latham house from student guide, second house plan, with 2500 sq. ft. + 100 sq. ft. (240 CH)

VDR 2128 Advanced Architectural Drafting 8 SH

(Prerequisite: VDR 2118) Student choice with approval of instructor of : (1) third house plan, possible passive solar, underground, or conventional, 1½ or 2 story, (2) rendered perspective and pen and ink presentation floor plan and front elevation. (Combination of above with instructor approval) (240 CH)

VDR 2138 Pipe and H.V.A.C. Drafting 8 SH

(Prerequisite: VDR 2128) Pipe symbols, methods of representing pipe symbols. Diagrams, drawings, controls, pipe and pipe fittings, working drawings and sample plans and design practices. Duct drafting, isometric duct drafting, sectional drawing and details. (240 CH)

VDR 2148 Topographic Drafting 8 SH

(Prerequisite: VDR 2138) Signs, symbols, interpretation, contours, mapping (240 CH)

Option 2: Field Experience

VDR 2152 Supervised Field Experience I 2 SH

(Prerequisite: VDR 1158) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)

VDR 2162 Supervised Field Experience II 2 SH

(Prerequisite: VDR 2152) Supervised and approved on-the-job training as a full-time draftsman. (240 CH)

Option 3: Advanced Drafting/Computer-Aided

VDR 2214 Computer-Aided Drafting **4 SH**
(Prerequisite: VDR 1158) Introduction to components, network operation, basic drawing creation, editing drawings, and dimensioning. Design-oriented graphics, three-dimensional drawings, shape library, drawing management, and plot generation. (120 CH)

VDR 2224 Computer-Aided Manufacturing **4 SH**
(Prerequisite: VDR 2214) Manufacturing processes, principles of operation and computer-aided drafting applications as related to computer-aided manufacturing. Drawing conversion application, planning with robotics, computer-aided manufacturing and robotic applications. (120 CH)

VDR 2238 Intermediate Architectural Drafting/Computer-Aided **8 SH**
(Prerequisite: VDR 2214) First house plan, latham house from student guide, second house plan with 2500 sq. ft. + 100 sq. ft. All drawings to be computer-aided.

VDR 2248 Pipe Drafting/Computer-Aided **8 SH**
(Prerequisite: VDR 2214) Pipe symbols, methods of representing pipe symbols. Diagram drawing, controls, pipe and pipe fittings. working drawings to be computer-aided. (240 CH)

VDR 2258 Topographic Drafting/Computer-Aided **8 SH**
(Prerequisite: VDR 2214) Signs, symbols, interpretation, contours, mapping. All drawings to be computer-aided. (240 CH)

VOCATIONAL DRAFTING AND DESIGN**

VDD 1113 Mechanical Drawing I **3 SH**
The use of instruments, geometric constructions, orthographic projections, sectional views and lettering.

VDD 1123 Mechanical Drawing II **3 SH**
A continuation of VDD 1113.

VDD 2213 Machine Drafting I **3 SH**
An applied study of drafting room practices which cover the design and production of working drawings for threads and fasteners, gears, pulleys, drives, cams, welded parts and the study of ship processes and the properties and applications of materials.

VDD 2223 Machine Drafting II **3 SH**
A continuation of VDD 2213.

VDD 2713 Blueprint Reading I **3 SH**
A course that emphasizes terminology most frequently used in the machine trades and how to interpret industrial blueprints.

VDD 2723 Blueprint Reading II **3 SH**
A continuation of VDD 2713

INDUSTRIAL MAINTENANCE

Program Description: This program is designed to prepare students for employment as maintenance personnel for various types of industries. It provides shop and classroom learning experiences in the areas of construction, electricity, instrumentation, plumbing, air conditioning, welding, fabrication, and custodial services. Students will also receive training in safety, supervision of a maintenance crew, repair-maintenance of various machinery, plumbing, physical structure, and electrical wiring and fixtures of commercial and industrial establishments in accordance with blueprints, manuals and building codes, using handtools and carpenter's, electrician's and plumber's tools and special problems arising in maintenance.

Length: 4 semesters plus 1 summer session, 2160 CH; 72 CH.

VIM 1114 Welding and Fabrication I **4 SH**
(Prerequisite: None) Safe use of welding equipment, basic techniques in oxygen-acetylene and electric arc welding. (120 CH)

VIM 1124 Welding and Fabrication II **4 SH**
(Prerequisite: VIM 1114) Selection of proper electrodes and identification of metals, strength of metal and uses. (120 CH)

VIM 1134 Welding and Fabrication III **4 SH**
(Prerequisite: VIM 1124) Welding in flat, horizontal, and vertical positions. (120 CH)

VIM 1144 Welding and Fabrication IV **4 SH**
(Prerequisite: VIM 1134) Layout of work, blueprint reading, precise cutting and fitting. (120 CH)

VIM 1154 Construction and Repair Techniques I **4 SH**
(Prerequisite: None) Safety, materials and their use in building construction, and blueprint reading. (120 CH)

VIM 1164 Construction and Repair Techniques II 4 SH
(Prerequisite: VIM 1154) Basic use of a transit level, setting grade stakes, foundation and reinforcement materials, and batter boards. (120 CH)

VIM 1174 Construction and Repair Techniques III 4 SH
(Prerequisite: VIM 1164) Basic techniques of framing, partitioning, installing door and window casings, and paneling (120 CH)

VIM 1184 Construction and Repair Techniques IV 4 SH
(Prerequisite: VIM 1174) Layout of parts of buildings, design, sheetmetal, glass, locks, cabinets, and furniture upkeep. (120 CH)

VIM 1194 Electricity and Instrumentation I 4 SH
(Prerequisite: None) Electrical theory, national electric code, switches, motor controls

VIM 1204 Electricity and Instrumentation II 4 SH
(Prerequisite: VIM 1194) Layout of romey and conduit, wiring devices, and power supply. (120 CH)

VIM 2114 Electricity and Instrumentation III 4 SH
Prerequisite: VIM 1204) Conductors, appliance installation, lighting fixtures, and switch panels. (120 CH)

VIM 2124 Electricity and Instrumentation IV 4 SH
(Prerequisite: VIM 2114) Splices, instrument testing, raceways, trouble-shooting, and upkeep. (120 CH)

VIM 2134 Plumbing and Air Conditioning I 4 SH
(Prerequisite: None) Safety; use of tools and equipment, basic air conditioning fundamentals, and basic plumbing layout. (120 CH)

VIM 2144 Plumbing and Air Conditioning II 4 SH
(Prerequisite: VIM 2134) Trouble shooting air conditioning systems, refrigerant and electrical components, and use of test equipment. Repair of plumbing fixtures, sprinkler systems, drains and valves. (120 CH)

VIM 2154 Plumbing and Air Conditioning III 4 SH
(Prerequisite: VIM 2144) Repair of heat pumps, cooling towers, and boilers. (120 CH)

VIM 2164 Plumbing and Air Conditioning IV 4 SH
(Prerequisite: VIM 2154) Codes, meter, soldering, brazing, water supply systems, conveyers, and bearings. (120 CH)

VIM 2174 Custodial Services 4 SH
(Prerequisite: None) Cleaners, waxes, protective devices, floor preparation, lawn care, small engines, furniture care, moving heavy loads, proper storage, lockers, floor machines, buffers and packaging.

VIM 2184 Special Problems 4 SH
(Prerequisite: VIM 2174) Supervision of workers, record keeping, estimating, trouble-shooting from a set of prints, rigging, controls, and lubrication. (120 CH)

MACHINE SHOP AND TOOL AND DIE MAKING

Program Description: This program is designed to prepare students for the beginning level of employment as machinists. Instruction involves making computations relating to work dimensions, tooling, feeds and speeds of machining. It also emphasizes benchwork, use of lathes, shapers, milling machines, grinders and drills; the use of precision measuring instruments, such as layout tools, micrometers and gauges; methods of machining and heat treating of various metals; blueprint reading; and the layout of machine parts. During the second year of the program, students can choose to specialize in either Advanced Machine Operations or Tool and Diemaking Operations.

Students receiving veterans' benefits may pursue any one of the three options available in this program, but only one option at a time. Prior credit must be established before continuing into next option.

Length: 4 semesters plus 1 summer session; 2160 CH; 72 SH

VMS 1118 Basic Machine Shop I 8 SH
(Prerequisite: None) Shop safety, shop math, blueprint reading, bench work, drill press, measuring tools, shop projects.(240 CH)

VMS 1128 Basic Machine Shop II 8 SH
(Prerequisite: VMS 1118) Shop Safety, shop math, blueprint reading, measuring tools, introduction to lathe, shop projects. (240 CH)

VMS 1138 Intermediate Machine Shop I 8 SH
(Prerequisite: VMS 1128) Safety, intermediate blueprint reading, lathe operations, shop projects. (240 CH)

VMS 1148 Intermediate Machine Shop II **8 SH**
(Prerequisite: VMS 1138) Safety, intermediate blueprint reading, bandsaw machining, vertical milling operations, horizontal milling operations, shop projects. (240 CH)

VMS 1158 Special Projects **8 SH**
(Prerequisite: None) Safety, shop math, welding, metric system, foremanship, special projects. (240 CH)

Option 1: Advanced Machine Operations

VMS 2118 Advanced Machine Shop I **8 SH**
(Prerequisite: VMS 1158) Safety, advanced blueprint reading, shapers and planers, shop projects. (240 CH)

VMS 2128 Advanced Machine Shop II **8 SH**
(Prerequisite: VMS 2118) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (240 CH)

VMS 2138 Metals **8 SH**
(Prerequisite: VMS 2128) Safety, materials identification, physical properties and heat treatment of metals, shop projects. (240 CH)

VMS 2148 Special Machining Processes **8 SH**
(Prerequisite: VMS 2138) Safety, measuring machines, numerical control machining, electrical discharge machining and shop projects. (240 CH)

Option 2: Tool and Die Making

VMS 2158 Basic Die Making I **8 SH**
(Prerequisite: VMS 1158) How to read shop drawings; heat treating of metals; fundamentals of die making: (1) blanking and/or piercing dies, (2) bending, (3) making die sections and components, (4) mounting die sections. (240 CH)

VMS 2168 Basic Die Making II **8 SH**
(Prerequisite: VMS 2158) How to read shop drawings; layouts of stock material and strips; die sets. (240 CH)

VMS 2178 Advanced Die Making I **8 SH**
(Prerequisite: VMS 2168) How to read shop drawings; relationships of die to press and feeds; position of die in press; progressive dies. (240 CH)

VMS 2188 Advanced Die Making II **8 SH**
(Prerequisite: VMS 2178) How to read shop drawings; secondary operations, draw dies. (240 CH)

MACHINE SHOP**

VMS 1116 Machine Shop I **6 SH**
This course is designed to teach students how to properly use hand and precision tools. They include a study of safety rules and instruction to observe in the care and use of machines and operations such as taping, threading and grinding steel.

VMS 1126 Machine Shop II **6 SH**
A continuation of VMS 1116.

VMS 2136 Machine Shop III **6 SH**
This course offers advanced study to students in all phases of the machine shop trade. This phase of the machine shop course acquaints the student with the use of lathes, sharpeners. benchwork, forming tools, heat treatment, case hardening process, layout work, tape control, semi-advanced milling machine work and further use of the drill press is emphasized. Students are given practice in dealing with the problems they will encounter in shop manufacturing procedures. Students study the various methods to be used in general shop work.

VMS 2146 Machine Shop IV **6 SH**
A continuation of VMS 2136.

VMS 2212 Supervised Shop Project **2 SH**
Is planned so that students' projects assist the student in exploring his/her interests, abilities and deficiencies.

VMS 2222 Supervised Shop Project **2 SH**
A continuation of VMS 2212.

** **Complete program available at Utica Campus only**

VOCATIONAL MATH

VRM 1113 Basic Mathematics I **3 SH**

This course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. (3 hr lecture)

VRM 1123 Basic Mathematics II **3 SH**

A continuation of VMA 1113. (3 hr lecture)

MEAT MERCHANDISING

Program Description: This program is designed to give specialized training in the field of meat processing. Students are given an opportunity to master the skills necessary for success in this area which include slaughtering; chilling; aging; quartering; cutting and inspecting beef, pork and lamb.

Length: 2 semesters plus 1 summer session; 1200 CH; 40 SH

VMC 1118 Introduction to Meat Merchandising **8 SH**

(Prerequisite: None) Identification of wholesale and retail cuts of meat. Preparation and serving of meat products. Background information on dressing, chilling, storage, sanitation, inspection, grading, curing and smoking procedures for different types of meat products. (240 CH)

VMC 1128 Meat Merchandising I **8 SH**

(Prerequisite: VMC 1118)Breaking carcasses into wholesale boxed cuts of beef, pork and lamb, preparing basic retail cuts from wholesale boxed cuts, boning procedures, etc. (240 CH)

VMC 1138 Meat Merchandiaing II **8 SH**

(Prerequisite: VMC 1128) Cutting and merchandising poultry, fish products, merchandising of smoke meat counter, refrigeration, and display techniques of poultry, fish, and smoke meats. (240 CH)

VMC 1148 Advanced Meat Merchandising I **8 SH**

(Prerequisite: VMC 1138) Advanced merchandising techniques including wholesale purchasing, meat pricing and forecasting gross profits, gross profit control yield data and conducting cutting test. (240 CH)

VMC 1158 Advanced Meat Merchandising II **8 SH**

(Prerequisite: VMC 1148) Special study of meat merchandising as it affects the many different phases of the meat industry. Includes salesmanship and customer relations. (240 CH)

NURSE AIDE

Program description: An eight-week course designed to prepare qualified men and women to become Nurses Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card. In addition to regular admission requirements, students must have a personal interview, complete the TABE with a minimum score of 10 or an ACT composite of 12.

This program is not eligible for payments under the Veterans Benefit program.

Length: 8 weeks; 320 CH; 8 SH

VNA 1118 Nurse Aide **8 SH**

(Prerequisite: Approval of Nurse Aide Admissions Committee) Introduction to health care and basic nursing skills. Introduction to basic science, terminology, and basic nursing skills performed under the supervision of a professional nurse. 164 hours of class work and 156 hours of clinically supervised practice. (320 CH)

GERIATRIC NURSE AID

Program description: A course designed to prepare individuals to render long-term nursing care for non-acute patients in nursing homes or home health settings. In addition to regular admission requirements, students must have a personal interview, complete the TABE with a minimum score of 10 or ACT composite of 12.

This program is not eligible for payments under the Veterans Benefit program.

Length: One semester; 500 CH; 16 SH.

VGN 1118 Geriatric Nurse Aide I **8 SH**

A course designed to prepare individuals to render long-term nursing care for non-acute patients in nursing homes or home health settings. This course emphasizes the basic skill of patient care (240 CH).

VGN 1128 Geriatric Nurse Aide II **8 SH**

(Prerequisite: VGN 1118) A course designed to prepare individuals to render long-term nursing care for non-acute patients in nursing homes or home health settings. This course emphasizes the growth and development needs of the geriatric patient. (260 CH including clinical experience in a nursing home and/or home health setting.)

OFFICE MACHINE REPAIR

Program Description: Training in Office Machine Repair emphasizes the functions and adjustments of all standard office machines and microcomputers, as well as cleaning, repairing and estimating the cost of repairs on these machines. Live operating equipment is used in the shop so that the students may solve problems similar to those found in actual work situations.

Length: 3 semesters plus 1 summer session; 1680 CH; 56 SH

First Semester

VOM 1118 Direct Current Circuits **8 SH**
(Prerequisite: None) Introduction to direct-current, voltage and resistance, magnetism, whole numbers, exponents, and scientific notation, complex numbers in algebraic form. (240 CH) (This course is identical to VTV 1118).

VOM 1128 Alternating Current Circuits **8 SH**
(Prerequisite: VOM 1118) Introduction to alternating current circuits, inductance and transformers, capacitance, resonance and filters. (240 CH) (This course is identical to VTV 1128).

Second Semester

VOM 1138 Solid State Devices and Semiconductors **8 SH**

(Prerequisite: VOM 1128) Introduction to solid state devices and basic circuitry. (240 CH) (This course is identical to VTV 1138).

VOM 1148 Introduction to Office Machines **8 SH**
(Prerequisite: VOM 1138) Introduction to the office machine field. The student is taught terminology, tools, tool care and safety.

Summer Session

VOM 1158 Electronic Office Machines I **8 SH**
(Prerequisite: VOM 1148) Digital logic circuits and the study of adjustment and repair of electronic typewriters and calculators. (240 CH)

Third Semester

VOM 2118 Electronic Office Machines II **8 SH**
(Prerequisite: VOM 1158) A continuation of Office Machines I and introduction to repair of personal computers. (240 CH)

VOM 2128 Advanced Problems **8 SH**
(Prerequisite: VOM 2118) A study of failure and analysis of personal computers and peripheral devices. (240 CH)

OFFSET PRINTING

Program Description: This program prepares students for entry-level jobs in printing. Instruction is given in layout, paste-up, camera operation, plate making, color processing, printing and binding.

Length: 2 semester plus 1 summer session; 1200 CH, 40 SH

VOP 1118 Basic Printing I **8 SH**
(Prerequisite: None) Techniques of photo conversion, stripping and platemaking, bindery procedures. (240 CH)

VOP 1128 Basic Printing II **8 SH**
(Prerequisite: VOP 1118) A study of image design and layout techniques including photo typesetting. (240 CH)

VOP 1138 Presswork I **8 SH**
(Prerequisite: None) The study of inks, fountain solution, Ph value, press set up, press run and press clean up. (240 CH)

VOP 1148 Presswork II **8 SH**
(Prerequisite: VOP 1138) The operation and maintenance of presses and duplicators, the operation of a 2-color T-head, press adjustments and the operation of chain and pan delivery systems, the operation of presses with 2, 3 and 4 main cylinder designs. (240 CH)

VOP 1158 Advanced Printing **8 SH**
(Prerequisite: None) Advanced techniques in image assembly, photo conversion, stripping and platemaking, operating duplicators and presses. Bindery procedures which includes the study of paper, padding, bookbinding, and operating the various machines used in bindery. (240 CH)

PRACTICAL NURSING

Program Description: Practical nursing is a one-year program designed to prepare qualified men and women to become Licensed Practical Nurses, after successful completion of the prescribed course of study and passing the State Board Examination.

ENTRANCE INTO PRACTICAL NURSING IS ACCORDING TO ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS.

Length: 2 semesters and 1 summer session; 1600 CH; 40 SH

VPN 1118 Practical Nursing I 8 SH
(Prerequisite: Approval of Practical Nursing Admission Committee) Orientation and vocational adjustments. Body structure and functions, nutrition, and introduction of fundamental nursing skills. (320 CH)

VPN 1128 Practical Nursing II 8 SH
(Prerequisite: VPN 1118) Life span, a study of growth and development; geriatrics; health needs of the individual and community; continuing study of fundamental nursing skills for the Medical-Surgical patient; introduction to causes of illness of all age groups. (320 CH)

VPN 1138 Practical Nursing III 8 SH
(Prerequisite: VPN 1128) Introduction to pharmacology, including techniques of calculating drug dosage and clinical administration of selected medications; nursing care and treatment of adults having cancer and disorders of respiratory, cardiac muscular, and skeletal systems. (320 CH)

VPN 1148 Practical Nursing IV 8 SH
(Prerequisite: VPN 1138) Theory and clinical practice of nursing care, treatments, and drug therapy of adults having impaired function of the following body systems; digestive, endocrine, urinary, reproductive, nervous, and special senses; orientation to unit management. (320 CH)

VPN 1158 Practical Nursing V 8 SH
(Prerequisite: VPN 1128) Obstetrics: A basic study of the mother and newborn infant; fundamentals of pediatric nursing; mental health nursing; a basic study of the person with mental and emotional problems, including substance abuse. (320 CH)

PSYCHIATRIC AIDE

Program Description: A program offering the student the basics of caring for the mentally ill and mentally retarded patient. The student will be acquainted with the responsibilities, obligations, and limitations in relationships with patients, personnel and the community. The student will develop an understanding of patient behavior through the development of desirable attitudes towards caring for and treatment of patients.

This program is not eligible for payments under the Veterans Benefit program.

Length: 16 weeks; 640 CH; 16 SH

VPA 1118 Psychiatric Aide I 8 SH
(Prerequisite: Approval of the Psychiatric Aide Admissions Committee) Introduction to Psychiatric Nursing and the role of the Psychiatric Aide. Introduction to personality growth and development, terminology, human relations and understanding mental health. (320 CH)

VPA 1128 Psychiatric Aide II 8 SH
(Prerequisite: VPA 1118) Advanced principles of nursing care for the mentally ill, classifications of mental illness, the psychiatric aide/patient relationship. (320 CH)

REFRIGERATION AND AIR CONDITIONING

Program Description: Instruction in the operating principles, procedures, techniques and theory of air conditioning and refrigeration systems. Subject matter includes the different types of compressors, practical laboratory projects, controls and control systems. The student learns to install, maintain and repair refrigeration equipment.

Length: 4 semester plus 1 summer session; 2160 CH; 72 SH

VRA 1118 Fundamentals of Refrigeration 8 SH
Introduction to refrigeration, theory and principles; systems, cycles and classification, nature and effect, heat and energy. Temperature measurements and characteristics of refrigerants. Tools, refrigeration fittings, basic electricity, electrical test equipment, soldering, principle and procedures.

VRA 1128 Heat in Refrigeration 8 SH
(Prerequisite: VRA 1118) Principles of charging. Methods of heat transfer. Compressor design and function, major metering devices, electrical components and leak detection. Refrigeration oils, dehydration, vacuum pumps, filters and dryers. (240 CH)

VRA 1138 Compressor Operation and Application **8 SH**

(Prerequisite: VRA 1128) Effect of pressure evaporators, condensors, electrical wiring diagram, factors affecting heat transfer, and insulation valves, flow control, charging and testing procedure. (240 CH)

VRA 1148 Electric Motors and Controls **8 SH**

(Prerequisite: VRA 1138) Controls and supplementary controls, non-mechanical refrigeration systems. Electrical devices used in refrigeration and automotive air conditioning.

VRA 1158 Residential and Commercial Equipment **8 SH**

(Prerequisite: VRA 1148) Window units, central systems, cooling towers, humidifiers, filters, self-contained and built-up systems or approved supervised work experience (240 CH)

VRA 2118 Introduction to Air Conditioning **8 SH**

(Prerequisite: VRA 1148) Principles of comfort cooling, types of equipment. Psychrometric process and application. Heat sources and methods of heat transfer. Introduction to estimating and calculations for heating and cooling. (240 CH)

VRA 2128 Heating and Cooling **8 SH**

(Prerequisite: VRA 2118) Load calculations for residential and light commercial. Air distribution and duct design, duct sizing, selection of grills and registers, types of fans, air velocity and fan performance. Introduction to air testing instruments. (240 CH)

VRA 2138 Installing Residential and Small Commercial Equipment **8 SH**

(Prerequisite: VRA 2128) Room air conditioners, self-contained water-cooled and air-cooled units, air-cooled condensers, electric heating, cooling towers and controls. (240 CH)

VRA 2148 Heat Pump and Introduction to Solar **8 SH**

(Prerequisite: VRA 2138) R.S.E.S. Heat pump course. History of heat pump design, early application and operating principles. Introduction to principles and applications of solar. (240 CH)

SURGICAL TECHNOLOGY

Program Description: This program prepares qualified men and women through classroom instruction, laboratory practice and clinical experience to assist in all phases of patient care in the Surgical Suite. Graduates of the program are eligible to take the National Certifying Examination and become Certified Surgical Technologists.

ENTRANCE INTO SURGICAL TECHNOLOGY IS ACCORDING TO ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS.

Length: 2 semester plus 1 summer session; 1344 CH; 40 SH

VST 1118 Surgical Technology I **8 SH**

(Prerequisite: Approval of the Surgical Technology Admissions Committee) Basic introductory course including hospital and Surgery Suite organization, environment, history, legal responsibilities, terminology, psychology related to adjustment in the Operating Room, surgical microbiology, surgical anatomy, and a comprehensive study of aseptic technique, safe patient care and surgical techniques and procedures. Classroom instruction and laboratory practice are utilized. (240 CH)

VST 1128 Surgical Technology II **8 SH**

(Prerequisite: VST 1118) This course is a continuation of Surgical Technology I with the addition of principles and techniques of anesthesia. The student will observe and participate in clinical experience as a member of the unsterile team in the Surgical Suites of affiliating hospitals. (240 CH)

VST 1138 Surgical Technology III **8 SH**

(Prerequisite: VST 1128) Clinical experience participation in surgical procedures as a member of the sterile and unsterile teams in the Surgery Suites. Basic nursing principles and practices in the Recovery Room and Labor and Delivery with clinical experience in these areas. Drugs and solutions used in surgery and the systems and methods of measurement. Classroom instruction in surgical procedures including regional anantomy, pathology, instrumentation and techniques in all surgical specialties. (288 CH)

VST 1148 Surgical Technology IV **8 SH**

(Prerequisite: VST 1138) Continuation of Surgical Technology III. (288 CH)

VST 1158 Surgical Technology V **8 SH**

(Prerequisite: VST 1148) Continuation of Surgical Technology IV. Clinical experience emphasizing capability of independent functioning with minimal supervision. Successful completion of comprehensive examination. Techniques of applying and interviewing for a job. (288 CH)

UNIT SERVICE (WARD) CLERK

Program Description: The Unit Service (Ward) Clerk Program is intended to prepare persons to perform non-nursing management functions in hospital nursing units under the direct supervision of the head nurse. Some of the functions are management of safe environment, equipment, and supplies; coordinating activities of the nursing unit with those of other departments; assisting with records and reports and performing as receptionist. This program is not eligible for payments under Veterans Benefit program.

Length: 6 weeks; 240 CH; 6 SH

VWC 1116 Ward Clerk **6 SH**
(Prerequisite: Approval of Unit Service (Ward) Clerk Admissions Committee) Provides classroom and clinical learning experiences concerned with emergencies, clerical responsibilities, patient's charts and charting responsibilities, medical terminology, transcription of orders, and medication orders. (240 CH)

WELDING

VWL 1113 Basic Welding* **3 SH**
(Non-Major Course) The course is designed to give the experience in the essentials of welding, including theory and actual practices. Emphasis is placed on the development of skills sufficient to supplement other areas.

VWL 1118 Introduction to Welding **8 SH**
(Prerequisite: None) Safe use of welding equipment, oxygen-acetylene welding and cutting, basic welding theory, electrode selection and arc welding in the flat and horizontal position. (240 CH)

VWL 1128 Basic Welding Practices **8 SH**
(Prerequisite: VWL 1118) Arc welding in the verical and overhead positions with various electrodes, use of measuring and related tools. (240 CH)

VWL 1138 Intermediate Welding Practices **8 SH**
(Prerequisite: VWL 1128) Gas tungston arc welding (tig) metal inert gas welding (mig). (240 CH)

VWL 1148 Advance Welding Practices **8 SH**
(Prerequisite: VWL 1138) Practical performance of all welding processes, i.e., shielded metal arc welding, (tig and mig), and physical testing (ASME and AWS). (240 CH)

VWL 1158 Blueprint Reading **8 SH**
(Prerequisite: None) Basic blueprint reading, shop math, and structural fabrication. (240 CH)

or

VWL 2114 Blueprint Reading I **4 SH**
(Prerequisite: None) Basic blueprint reading, shop math, and structural fabrication. (120 CH)

VWL 2124 Blueprint Reading II **4 SH**
(Prerequisite: VWL 2114) A continuation of VWL 2114. (120 CH)

VWL 1229 Welding I* **9 SH**
This course is designed with the apprentice and journeyman in mind: emphasis is placed on safety practices, arc, inert, and gas welding as applied to modern industry. Special emphasis is placed on theory practices necessary for entry as well as progress in the welding industry.

VWL 1239 Welding II* **9 SH**
A continuation of VWL 1229.

*** Utica Campus Curriculum**

VOCATIONAL RELATED STUDIES

VRS 1113 Introduction To Vocational Education **3 SH**
Organization of vocational education at the local, state, and national level. Place of types of education as integral parts of a democratic program of public education.

VRS 1213 Small Business Operation **3 SH**
Designed to provide a foundation for a successful small business ownership. Planning, organizing, financing, recordkeeping, production, legal regulations, and sales or service promotion will be emphasized as related to operating business in the vocational area.

VRS 1511 Chemistry For Hair Care **1 SH**
Lectures and practical demonstrations. The course deals with the properties, composition, structure of matter, chemical bonds, PH, solubility factors, and common reactions of hair. Primarily for Cosmetology and Barbering majors.

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MAIL DIRECTLY TO:

Hinds Community College
Housing — Raymond Campus
Raymond, MS 39154

OR

Hinds Community College
Housing — Utica Campus
Utica, MS 39175

HINDS COMMUNITY COLLEGE
RESIDENCE HALL ROOM APPLICATION

If you desire on-campus housing accommodations, please complete this application and return it to your campus preference.

Hinds Community College
Housing — Raymond Campus
Raymond, MS 39154

Hinds Community College
Housing — Utica Campus
Utica, MS 39175

Soc. Sec. No. _____ Phone No. _____

Print
Name _____
LAST FIRST MIDDLE

Address _____ City _____

County _____ State _____ Zip _____

1. A check or money order in the amount of $50.00 (NO CASH) payable to HINDS COMMUNITY COLLEGE must accompany this form if housing is requested. This $50.00 room deposit will remain on record for the duration of your residency and may be used totally or in part for any damages incurred.
2. Are you legally handicapped? ☐ Yes ☐ No - If yes, what is your handicap?

   _____
3. If room space is not available on your requested campus, would you consider another campus?
   ☐ Yes ☐ No
4. Preferred roommate's name _____
   LAST FIRST MIDDLE

   Roommate's Social Security No. _____

   Applicant's Signature _____

Your housing application will not be processed until your admissions application has been received by Hinds Community College.

NOTE: CONFIRMATION OF ROOM STATUS WILL COME FROM CAMPUS HOUSING

☐ Male ☐ Female

5. Please check ALL semesters you wish to reside in Campus Housing.
   - ☐ Fall Semester 19____
   - ☐ Spring Semester 19____
   - ☐ 1st Session Summer 19____
   - ☐ 2nd Session Summer 19____
6. Rank order your hall preference below. (1st, 2nd, etc.)

RAYMOND CAMPUS

MEN	WOMEN
☐ Greaves Hall	☐ Allen-Whitaker
☐ Sheffield-Woolley	☐ Davis Hall
☐ Virden Hall	☐ Hardy-Puryear Hall
☐ Williams Hall	☐ Main Hall
	☐ Marshall Hall

UTICA CAMPUS

MEN	WOMEN
☐ B.E. Lewis Hall	☐ Maggie Dunson Hall

Newton-Walker Hall

Enclose $50 check payable to Hinds Community College.

FOR OFFICE USE ONLY

Campus _____
Residence Hall _____
Room No. _____
Receipt No. _____

FINANCIAL AID OFFICE

SEOG $ _____
PELL $ _____
Other $ _____
Date _____

_____
Signature

BUSINESS OFFICE

Cash $ _____
Other $ _____
Date _____

_____
Signature

3/88

NOTICE TO STUDENTS

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

NOTICE OF NON-DISCRIMINATORY POLICY FOR STUDENTS AND EMPLOYEES

In compliance with Title VII, Civil Rights Act of 1964, Education Amendments of 1972 to the Higher Education Act, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehablitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974, Executive Order 11246 and Revised Order No. 4, Hinds Community College assures that no one shall, on the grounds of race, color, national origin, religion, sex, age, or handicap be excluded from participation in or be denied the benefits of or otherwise be subject to discrimination in any program or activity of the College. Hinds Community College is an equal opportunity employer and welcomes students and employees alike without regard to race, color, national origin, religion, sex, age, or handicap.

HINDS COMMUNITY COLLEGE
RAYMOND, MISSISSIPPI 39154-9799

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